

**PROCEEDINGS OF THE BROWN COUNTY BOARD OF SUPERVISORS**  
**SEPTEMBER 16, 2020**

Pursuant to Section 19.85 and 59.094, Wis. Stats., notice is hereby given to the public that the regular meeting of the **BROWN COUNTY BOARD OF SUPERVISORS** will be held **IN PERSON** on **Wednesday, September 16, 2020 at 7:00 p.m.**, at the **Resch Center Complex, 820 Armed Forces Dr., Green Bay, WI 54304.**

**PARKING:** Use Resch Center Northeast Lot  
(Northeast Lot is located on the Lombardi Avenue Side of the Resch Center)

**ENTRY:** Use Door Number 1 (Large Overhead Door)  
**OR** use Adjacent Door (Average Size Door next to Large Overhead Door)  
(Both Doors are located at the Northeast Corner of the Resch Center)

**PRECAUTIONS:** Social Distancing will be practiced, hand sanitizer will be available and face coverings/masks will be available (*NOTE: IN GENERAL, Governor Evers' Executive Order #1 requires that face coverings/masks be worn when inside, unless an exemption/exception applies.*)

The following matters will be considered:

Call to order at 7:00 p.m.

Invocation.

Pledge of Allegiance to the Flag.

Opening Roll Call:

Board of Sup. Roll Call #		Opening Roll Call							
Motion made by Supervisor:									
Seconded by Supervisor:									
Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	
Sieber	1	Aye	Vander Leest	10	Aye	Erickson	19	Aye	24
De Wane	2	Excused	Buckley	11	Aye	Coenen	20	Aye	0
Chu	3	Aye	Landwehr	12	Aye	Schultz	21	Aye	0
Dorff	4	Aye	Dantinne, JR.	13	Aye	Peters	22	Aye	2
Jacobson	5	Aye	Brusky	14	Excused	Suennen	23	Aye	
Lefebvre	6	Aye	Murphy	15	Aye	Schadewald	24	Aye	24
Friberg	7	Aye	Kaster	16	Aye	Lund	25	Aye	
Borchardt	8	Aye	Van Dyck	17	Aye	Deneys	26	Aye	
Evans	9	Aye	Hopkins	18	Aye				

Total Present: 24

**No. 1 -- ADOPTION OF AGENDA.**

A motion was made by Supervisor Kaster and seconded by Supervisor Hopkins “**to approve agenda.**” Vote taken. Motion carried unanimously.

**No. 2 -- COMMENTS FROM THE PUBLIC:**

Casey Hicks, De Pere, WI spoke in favor of the Resolution Establishing the Brown County Energy Commission.

**No. 3 -- APPROVAL OF MINUTES OF AUGUST 19, 2020.**

A motion was made by Supervisor Landwehr and seconded by Supervisor Murphy “**to adopt minutes.**” Vote taken. Motion carried unanimously.

**No. 4 -- ANNOUNCEMENTS BY SUPERVISORS.**

Supervisor Lefebvre announced that she would like the Board to consider going virtual for upcoming meetings as cases of COVID-19 are exploding in Brown County. Supervisor Lefebvre noted that the DNR has an event on September 29<sup>th</sup>, for the 7<sup>th</sup> State of the Bay, the event will be virtual this year and she invited the Board to attend.

Supervisor Schadewald extended a thank you to all of those who are teaching in the community at this time.

Supervisor Van Dyck relinquished the mic to Sarah Sugden, Director of the Brown County Library. Director Sugden spoke about personal hotspots and chrome books that are available for check out at the library.

Supervisor Deneys extended an invitation to the Board to attend the Towns Association meeting on October 22<sup>nd</sup> with a visual presentation by Director Neverman in Technology Services.

Chairman Buckley noted to the Board that if they have any correspondence, they should look at emailing those in versus faxing items to conserve paper.

**No. 5 -- PRESENTATION OF COMMUNICATIONS FOR CONSIDERATION**

**LATE COMMUNICATIONS:**

**No. 5a -- FROM SUPERVISORS PETERS, VANDER LEEST AND SCHULTZ: WE WANT TO KNOW WHAT THE TIMELINE FOR REOPENING BROWN COUNTY BUILDINGS & SERVICES FOR ‘IN-PERSON’ ACTIVITIES AS RELATES TO RESPECTIVE DEPARTMENTS THAT AS OF THIS TIME ARE NOT YET OPEN FOR PERSON – TO – PERSON BUSINESS.**

**WE FEEL THAT EACH DEPARTMENT NEEDS TO DETERMINE THEIR SPECIFIC STAFF & PUBLIC SAFETY NEEDS & PRACTICES TO MINIMIZE THE SPREAD OF THE COVID-19 VIRUS.**

**RECOMMENDATION IS TO HAVE A SPECIFIC DATE FOR EACH DEPARTMENT TO REOPEN FOR ‘IN – PERSON’ VISITS AND NOTIFY THE PUBLIC OF SAME. WE UNDERSTAND THAT OUR RESIDENTS CAN CURRENTLY MAKE AN APPOINTMENT FOR SUCH BUSINESS; BUT BROWN COUNTY NEEDS TO GET PREPARED AND MOVE – ON WITH BUSINESS AS**

**USUAL AS PRIVATE BUSINESS HAVE/ARE DOING! THIS SHOULD BE DONE ASAP.**

Referred to Administration Committee.

**No. 6 -- APPOINTMENTS BY COUNTY BOARD CHAIR.**

None.

**No. 7 -- CONFIRMATION/APPOINTMENTS BY COUNTY EXECUTIVE.**

None.

**No. 8a -- REPORT BY BOARD CHAIRMAN.**

Chairman Buckley noted that the Budget Meeting will take place on October 28<sup>th</sup> at 9:00 am and that the Veto Meeting would take place on November 4<sup>th</sup>.

Chairman Buckley yielded the floor to Vice Chair Sieber who announced than any Supervisor that has a request for anything over \$25,000 should take it to the committee meetings before bringing that item to the budget meeting.

Chairman Buckley recognized and thanked the county employees that are dealing with the public each day and extended a special thank you to law enforcement.

**No. 8b -- REPORT BY COUNTY EXECUTIVE.**

Executive Streckenbach stated that the budget is going forward, and that the numbers that will be presented will be numbers that have not been presented in over four decades.

Executive Streckenbach stated that testing sites have been made available at CVS, Walgreens, NEW Community Center as well as testing at local health care providers. He stated that for Brown County to open another testing site, it would require funding from the state.

Executive Streckenbach stated that he toured the Expo Center and that it is a “game changer” in terms of the industry and bringing more people to Brown County. He also stated that the Medical Examiner’s Office, Jail Expansion, and Community Treatment Center Crisis Unit Expansion are all on budget and on time.

Executive Streckenbach stated that Brown County is currently working with the DOC to determine a potential host site to take place o Lincoln Hills and Copper Lake. He noted to speak with Director Pritzl for any additional information.

Executive Streckenbach stated that COVID criteria guideline recommendations for reopening schools are being established by a working committee. These will be available to school districts as a resource for them to make their individual COVID decisions.

Executive Streckenbach extended an invitation for the Board to attend the Barkhausen Ribbon cutting for the Sensory Woods Garden expansion on September 18<sup>th</sup> at 10:00 am.

**No. 9 -- OTHER REPORTS.**

None.

**No. 10 -- Standing Committee Reports**

**No. 10a -- REPORT OF EDUCATION AND RECREATION COMMITTEE OF SEPTEMBER 2, 2020.**

1. Consent Agenda - Neville Public Museum Governing Board Minutes of August 10, 2020. *See action at Item 6.*
2. Consent Agenda - Golf Course – Budget Status Financial Report for July 2020 (Unaudited). *See action at Item 6.*
3. Consent Agenda - Museum – Budget Status Financial Report for July 2020 (unaudited). *See action at Item 6.*
4. Consent Agenda - NEW Zoo – Budget Status Financial Report for July 2020 (unaudited). *See action at Item 6.*
5. Consent Agenda - Parks – Budget Status Financial Report for July 2020 (unaudited). *See action at Item 6.*
6. Consent Agenda - Audit of the Bills. To approve Consent Agenda Items.
7. Parks Dept. - Recap of 2020 Brown County Fair. *No action taken.*
- 7a. Parks Dept. - Request for Approval – Project #2384 bid award for Fairgrounds restroom, RV sanitary dump station and related utility work to Blue Sky Contractors. To accept bid of Blue Sky Contractors in the amount of \$2,184,029 for the base bid and alternates 1, 3, 4 and 5.
8. Parks Dept. - Director's Report. *No action taken.*
9. Parks Dept. - Discussion re: Request to Install an Interpretive Panel Highlighting the Significance of the Niagara Escarpment and American Viticultural Area (AVA) at Way Morr County Park. To refer to staff to create Resolution and Agreement and bring back to Ed and Rec Committee no later than the December meeting.
10. Museum - Director's Report. *No action taken.*
11. Golf Course - Superintendent's Report. *No action taken.*
12. NEW Zoo and Adventure Park - Director's Report. *No action taken.*
13. Action Items - Resolution Adopting Brown County's 2021 Five-Year Capital Improvement Plan. To approve. See Resolutions & Ordinances.
14. Library Report/Director's Report.
  - a. COVID-19 response update/re-opening plan status. No action taken.

A request was made by Supervisor Van Dyck to pull item #7a separately.

A motion was made by Supervisor Borchardt and seconded by Supervisor Coenen **“to adopt the remainder of the report.”** Vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Van Dyck and seconded by Supervisor Kaster **“to approve Item #7a.”** Vote taken. Motion carried unanimously with no abstentions.

**No. 10b -- REPORT OF PUBLIC SAFETY COMMITTEE OF SEPTEMBER 1, 2020**

1. Review Minutes of:
  - a. None.
2. District Attorney Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file.

3. Medical Examiner - Budget Status Financial Report for July 2020 (unaudited). See action at Item 4.
4. Medical Examiner's Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file Items 3, 4 & 4a.
5. Clerk of Courts Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file.
6. Circuit Courts, Commissioners, Probate - Budget Status Financial Report for July 2020 (unaudited). See action at Item 7.
7. Circuit Courts, Commissioners, Probate - Director's Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file Items 6, 7 & 7a.
8. Public Safety Communications - Budget Status Financial Report for July 2020 (unaudited). Receive and place on file.
9. Public Safety Communications - Director's Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file.
10. Emergency Mgmt. - Budget Status Financial Report for July 2020 (unaudited). See action at Item 11.
11. Emergency Mgmt. - Budget Status Financial Report for July 2020 – Including Disaster Management Account – COVID/Flooding. Receive and place on file Items 10 & 11.
12. Emergency Mgmt. - Director's Report.
  - i. COVID-19 Update – *Standing Item.* Receive and place on file.
13. Sheriff - Annual Jail Inspection. *No action taken.*
14. Sheriff - Update re: Jail Addition – *Standing Item.* *No action taken.*
15. Sheriff - Budget Status Financial Report for July 2020 (unaudited). Receive and place on file.
16. Sheriff - Key Factor Report through July 2020 (unaudited). Receive and place on file.
17. Sheriff - Budget Adjustment Request (20-061): Any increase in expenses with an offsetting increase in revenue. To approve.
18. Sheriff - Budget Adjustment Request (20-062): Any increase in expenses with an offsetting increase in revenue. To approve.
19. Sheriff - Budget Adjustment Request (20-063): Any increase in expenses with an offsetting increase in revenue. To approve.
20. Sheriff - Budget Adjustment Request (20-064): Any allocation from a department's fund balance. To approve.
21. Sheriff - Budget Adjustment Request (20-066): Any increase in expenses with an offsetting increase in revenue. To approve.
22. Sheriff - Request for Proposal (RFP) for Brown County Jail Food Prep Services for Sheriff, Project #2388 – Request for Approval. To approve RFP with the technical language changes.
23. Sheriff's Report.
  - a) COVID-19 Update – *Standing Item.* Receive and place on file.
24. Resolution Adopting Brown County's 2021 Five-Year Capital Improvement Plan. To approve. See Resolutions & Ordinances.
25. Communication from Chair Buckley re: Discussion and possible action regarding compensation for Courthouse and District Attorney Office employees for March 19, 2020 shutdown. To forward to Administration Committee to reimburse one day of vacation for affected employees by the COVID 19 shutdown in the courthouse and DAs office on March 19, 2021.
26. Audit of bills. To pay the bills.

A motion was made by Supervisor Schultz and seconded by Supervisor Deneys **"to adopt."** Vote taken. Motion carried unanimously with no abstentions.

**No. 10c -- REPORT OF HUMAN SERVICES COMMITTEE OF AUGUST 26, 2020**

1. Review Minutes of:
  - a. Aging & Disability Resource Center of Brown County Board (April 23 & May 28, 2020). Suspend the rules to take Items 1a-g.
  - b. Aging & Disability Resource Center of Brown County Exec & Finance Committee (May 21, 2020).
  - c. Board of Health Meeting (May 12 & June 9, 2020).
  - d. Children with Disabilities Education Board (July 21, 2020).
  - e. Criminal Justice Coordinating Board (August 4, 2020)
  - f. Human Services Board (July 9, 2020).
  - g. Veterans' Recognition Subcommittee (July 21 & August 18, 2020). Receive and place on file Items 1a-g.
2. Communication from former Supervisor Tran re: Resolution to Provide Emergency Funding to Combat COVID-19 in Brown County. *May Motion: To provide \$50,000 to Howe Community Resource Center to be used for COVID-19; of that \$50,000, use up to 4% for administrative fee; and have Howe Resource Center provide where those funds have been utilized. June Motion: Hold for one month. Note on June County Board: There was no Corporation Counsel approved Resolution, and no Administration approved Fiscal Statement, provided to this Committee regarding this item to approve of/act on. Corporation Counsel will research whether there is authority to allow for this appropriation, and if so, will draft a Resolution consistent with the above, and will bring to the July Human Services Committee meeting for possible action. July Motion: Hold until next regular meeting. Receive and place on file.*
3. Communication from Supervisor Emily Jacobson re: To have the county declare October 15, 2020 as "Pregnancy and Infant Loss Remembrance Day". Pregnancy and Infant Loss Remembrance Day is a day of remembrance for Pregnancy loss and infant death, which includes, however is not limited to, miscarriage, stillbirth, SIDS, and the death of a newborn. To refer to Corporation Counsel to work with Supervisor Jacobson to draft a resolution declaring October 15, 2020 as "Pregnancy and Infant Loss Remembrance Day" and bring to the September County Board. See Resolutions & Ordinances.
4. Communication from Supervisor Kaster re: I am requesting the following Brown County issues license fees be reduced by 50% for the 2020-2021 period (as per 2020 Brown County Budget Book; Rates and Fees). To refer to Corporation Counsel to draft a resolution to reduce the fees by 50% for the 2020-2021 period and forward to County Board. See Resolutions & Ordinances.
5. Communication from Supervisor Lefebvre re: I am asking the Human Service/County Board adopt the following NACO resolution the Executive Committee passed, urging the Federal Government to - Declare Racism a National Public Health Crisis -
  - 1- Assert that racism is a public health crisis affecting our entire country.
  - 2- Leverage a racial equity lens in evaluating federal policy.
  - 3- Develop relevant policies aimed at improving health and economic opportunity in communities of color and;
  - 4- Support local, state and federal initiatives that advance social justice.To hold until September Human Services Committee meeting.
6. Wind Turbine Update - Receive new information – Standing Item. Receive and place on file.
7. Resolution Adopting Brown County's 2021 Five-Year Capital Improvement Plan. To approve. See Resolutions & Ordinances.
8. Veterans - Budget Adjustment Request (20-057): Any increase in expenses with an offsetting increase in revenue. To approve.
9. Veterans - Director's Report.

- a. COVID-19 Update. Receive and place on file.
10. Aging & Disability Resource Center - Director's Report.
  - a. COVID-19 Update. Receive and place on file.
11. Syble Hopp - Director's Report.
  - a. COVID-19 Update. Receive and place on file.
12. Health & Human Services Dept. - Executive Director's Report.
  - a. COVID-19 Update. Receive and place on file.
13. Health & Human Services Dept. - Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division – Social Worker/Case Managers for CLTS Unit. To approve. See Resolutions & Ordinances.
14. Health & Human Services Dept. - Resolution Regarding Table of Organization Change for the Health and Human Services Department - Community Services Division – Social Worker/Case Managers for CPS Unit. To approve. See Resolutions & Ordinances.
15. Health & Human Services Dept. - Financial Report for Community Treatment Center and Community Services. Receive and place on file.
16. Health & Human Services Dept. - Statistical Reports.
  - a) Monthly CTC Data. Take Items 16a-c together.
    - i. Bay Haven Crisis Diversion.
    - ii. Nicolet Psychiatric Center.
    - iii. Bayshore Village (Nursing Home).
  - b) Child Protective Services – Child Abuse/Neglect Report.
  - c) Monthly Contract Update. Receive and place on file Items 16a-c.
17. Health & Human Services Dept. - Request for New Non-Contracted and Contracted Providers.  
To approve.
18. Audit of bills. To acknowledge receipt of the bills.

A motion was made by Supervisor Evans and seconded by Supervisor Sieber “**to adopt.**” Vote taken. Motion carried unanimously with no abstentions.

**No. 10d -- REPORT OF PLANNING, DEVELOPMENT & TRANSPORTATION COMMITTEE OF AUGUST 25, 2020**

1. Review Minutes of:
  - a. Harbor Commission (February 10, 2020). To take Items 1a-c together.
  - b. Planning Commission Board of Directors (June 3, 2020).
  - c. Solid Waste Board (March 16, 2020). Receive and place on file Items 1a-c.
2. Zoning - Public Hearing - Proposed Wetland Rezone for Polish Legion of American Veterans Poland Post 186 on Parcel E-426 in the Town of Eaton. To approve the rezoning and waive the rezone/permit fees and publication costs associated with the rezone. See Resolutions & Ordinances.
3. Planning, Property Listing, Zoning - Budget Status Financial Reports for June 2020 – Unaudited. Receive and place on file.
4. Extension - Director's Report. Receive and place on file.
5. Airport - Director's Report
  - a. Open Position Report.
  - b. Annual FAA Certification Inspection.
  - c. Triennial Full Scale Disaster Drill PowerPoint Recap.
  - d. Projects Update.
    - i. Exit Lane Breach Control (ELBC) Installation.
    - ii. Fuel Farm Road Reconstruction.
  - e. COVID-19 Update. Receive and place on file.

6. Public Works - Summary of Operations Report. Receive and place on file.
7. Public Works - Director's Report.
  - a. COVID-19 Update. Receive and place on file.
8. Resolution Adopting Brown County's 2021 Five-Year Capital Improvement Plan. To approve. See Resolutions & Ordinances.
9. Resolution Establishing the Brown County Energy & Sustainability Commission. To amend the Resolution Establishing the Brown County Energy & Sustainability Commission as follows: 1<sup>st</sup> WHEREAS, Brown County Board of Supervisors are elected to represent their constituency and serve as an oversight and policy making body of the County assets and operations; 2<sup>nd</sup> WHEREAS, the County Board has supported clean energy projects and believes in proactively managing future challenges through thoughtful planning and enactment of policies; 3<sup>rd</sup> WHEREAS that has been struck from the accepted amended version will be reinstated; 3<sup>rd</sup> WHEREAS on Page 2, strike clean coal; 4<sup>th</sup> WHEREAS on Page 2, change "gas" to "petroleum"; Final WHEREAS, exchange the word "credits" to "certificates". In the NOW, THEREFORE, BE IT RESOLVED section, 4<sup>th</sup> line, change "September 2020" to "January 2021"; 6<sup>th</sup> line down, change "office shall last for one (1), three (3) or two (2) years". Final page, final NOW, THEREFORE, BE IT RESOLVED, 3<sup>rd</sup> line, change "carbon neutral" to "clean"; Immediately after goals add, "to establish the baseline,"; and after 50% of all county, add "assets" and operations. See Resolutions & Ordinances.
10. Communication from Board Chair Buckley re: Explanation why the County needs four Master Electricians vs using Journeyman. This comes to light as there is a posting, I assume to replace a Master Electrician leaving. Also if documentation can be provided on work done in the county that only a Master Electrician would have been able to do or that we hired a private electrical service provider to do maintenance work. I feel that all the Electrician could and should be working together as a team throughout the County. Hold for one month.
11. Port & Resource Recovery - Director's Report. Receive and place on file.
12. Acknowledging the bills. To acknowledge receipt of the bills.

A motion was made by Supervisor Dantine and seconded by Supervisor Landwehr "to adopt." Vote taken. Motion carried unanimously with no abstentions.

**No. 10di -- REPORT OF LAND CONSERVATION SUBCOMMITTEE COMMITTEE OF AUGUST 25, 2020**

1. Budget Status Financial Report for July 2020 – Unaudited. Receive and place on file.
2. September 2, 2020 'Save the Bay' Field Day/Congressman Gallagher. *No action needed.*
3. Adams County Resolution Requesting the State Senate to Convene to Address 13 "Water Bills" Passed by Assembly Earlier this Year. To pass and forward to Corporation Counsel to reference Brown County and change other line items that may be appropriate such as line 26 but that the basic content of this is what they're voting on and send directly to County Board. See Resolutions & Ordinances.

A motion was made by Supervisor Landwehr and seconded by Supervisor Borchardt "to adopt." Vote taken. Motion carried unanimously with no abstentions.

**No. 10e -- REPORT OF ADMINISTRATION COMMITTEE OF SEPTEMBER 10, 2020**

1. Review minutes of:



- a. Housing Authority (January 20, April 13 & May 18, 2020). Receive and place on file.
2. Communication from Supervisor Schadewald re: This communication is my request for the annual budget hearings (committee and full board) be done virtually to allow both in-person and virtual participation by all supervisors and staff members. *Referred from July County Board.* Receive and place on file.
3. Communication from Supervisor Borchardt and Lefebvre: To take a look at adding protected class regarding vouchers and homelessness. *Referred from July County Board.* To refer to Planning, Development and Transportation Committee.
4. Communication from Supervisor Buckley re: Discussion and possible action regarding compensation for Courthouse and District Attorney Office employees for March 19, 2020 shutdown. *Action at September Public Safety Committee: To forward to Administration Committee to reimburse one day of vacation for affected employees by the COVID 19 shutdown in the Courthouse and DA's Office on March 19, 2020.* Receive and place on file.
5. Ordinance to Amend Chapter 2 of the Brown County Code of Ordinances Regarding Special Meetings. To approve. See Resolutions & Ordinances.
6. Resolution Adopting Brown County's 2021 Five-Year Capital Improvement Plan. To adopt. See Resolutions & Ordinances.
7. Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division – Social Worker/Case Managers for CLTS Unit. To approve. See Resolutions & Ordinances.
8. Resolution Regarding Table of Organization Change for the Health and Human Services Department – Community Services Division – Social Worker/Case Managers for CPS Unit. To approve. See Resolutions & Ordinances.
- 8a. Resolution Providing for the Sale of Approximately \$7,495,000 General Obligation Refunding Bonds, Series 2020. To approve. See Resolutions & Ordinances.
9. Legal Bills - Review and Possible Action on Legal Bills to be paid. To pay the legal bills.
10. Child Support - Budget Status Financial Report for July 2020 – Unaudited. Receive and place on file.
11. Child Support - Departmental Opening Summary – August 2020. Receive and place on file.
12. Child Support - Director Summary. Receive and place on file.
13. Technology Services - Budget Status Financial Report for July 2020 – Unaudited. Receive and place on file.
14. Technology Services - DoTS Monthly Report. Receive and place on file.
15. Treasurer - Review of Treasurers Dept. Budget Performance Report for July 2020 - Unaudited. Receive and place on file.
16. Treasurer's Report. Receive and place on file.
17. Treasurer - Discussion and possible action on the sale of the following tax deed parcels from the Wisconsin Surplus Online Auction ending 8-28-2020:

<u>Parcel #</u>	<u>Address</u>	<u>Municipality</u>
	<u>Min. Starting Bid</u>	<u>High Auction Bid \$</u>
VW-43	122 Clay St.	Village of Wrightstown
	\$ 2,500	\$ 6,000
<u>To approve the winning bid of \$6,000 by Patrick Braun, Bidder Number 90057, for Parcel VW-43, 122 Clay Street, Village of Wrightstown with the proposed conditions of sale as presented in the agenda.</u>		
18-1355	724 Park St.	City of Green Bay
	\$ 35,000	\$ 81,000

To approve the winning bid of \$81,000 by Vitally Bondar Real Estate Ventures LLC, Bidder Number 103828, for Parcel 18-1355, 724 Park Street, City of Green Bay with the proposed conditions of sale as presented in the agenda.

20-67	1141 Reber St.	City of Green Bay	\$ 800
	\$ 3,500		

To approve the winning bid of \$3,500 by Patrick Braun, Bidder Number 90057, for Parcel 20-67, 1141 Reber Street, City of Green Bay with the proposed conditions of sale as presented in the agenda.

20-436-1	1170 Doblon St.	City of Green Bay	\$
1,000	\$ 4,134		

To approve the winning bid of \$4,134 by Steven Jahnke, Bidder Number 70292, for Parcel 20-436-1. 1170 Doblon Street, City of Green Bay with the proposed conditions of sale as presented in the agenda.

21-624	1512 N. Baird St.	City of Green Bay	\$ 3,000
	\$ 5,075		

To approve the winning bid of \$5,075 by Patrick Braun, Bidder Number 90057, for Parcel 21-624, 1512 N. Baird Street, City of Green Bay with the proposed conditions of sale as presented in the agenda.

ND-17-1/18-1	4706/4712 CTH P	Town of New Denmark	\$ 2,000
	\$ 5,500		

To hold until brought back to the Administration Committee by the Treasurer.

Proposed Conditions of Sale:

1. Buyer is responsible for 2020 Property Taxes
2. Buyer to pay any delinquent water & sewer utility bills presented
3. Buyer to pay outstanding special assessments and/or special charges
4. Conveyance to be via Quit Claim Deed only
18. Admin & HR - Budget Adjustment Log. To approve.
19. Admin & HR - Director's Reports. Receive and place on file.
20. County Clerk - Budget Status Financial Report for July 2020 – Unaudited. Receive and place on file.
21. Corporation Counsel - Oral Report. *No report; no action taken.*
22. Audit of bills. To acknowledge receipt of the bills.

A motion was made by Supervisor Schadewald and seconded by Supervisor Hopkins “**to adopt.**” Vote taken. Motion carried unanimously with no abstentions.

**No. 10ei -- REPORT OF SPECIAL ADMINISTRATION COMMITTEE OF SEPTEMBER 16, 2020.**

1. Discussion with possible action on moving County Board Chambers and IT training facility to the Central Branch Library, and discussion and action regarding approval of contingency funds for related architectural planning and design purposes – BA Request 20-072. *Motion made by Supervisor Vander Leest, seconded by Supervisor Peters “to approve.” Vote taken. MOTION CARRIED UNANIMOUSLY.*
2. Resolution Requesting that the State Senate Convene to Address 13 “Water Bills” Passed by the State Assembly. *Motion made by Supervisor Vander Leest, seconded by Supervisor Murphy “to approve.” Vote taken. MOTION CARRIED UNANIMOUSLY.*
3. Discussion and Possible Action regarding Budget Adjustment Approving of Revenues with Offsetting Expenditures for Purposes of Expanding Broadband Access in Brown County – BA Request 20-073. *Motion made by Supervisor Hopkins, seconded by Supervisor Murphy “to approve.” Vote taken. MOTION CARRIED UNANIMOUSLY.*

4. Discussion and Possible Action regarding Approval of Sale of Real Property Acquired by In Rem Action, Specifically, Parcel Numbers ND-17-1 and ND-18-1, a/k/a 4706 and 4712 CTH P, Town of New Denmark. *Motion made by Supervisor Hopkins, seconded by Supervisor Peters “to allow the Treasurer to reject all offers and to put property for sale.” Vote taken. MOTION CARRIED UNANIMOUSLY.*

A motion was made by Supervisor Schadewald and seconded by Supervisor Borchardt “**to adopt.**” Vote taken. Motion carried unanimously with no abstentions.

**No. 10f -- REPORT OF EXECUTIVE COMMITTEE OF SEPTEMBER 9, 2020**

1. Review Minutes of:
  - a) Benefits Advisory Committee of September 12 & October 3, 2019 and July 10 & July 22, 2020. Receive and place on file.
  - b) Supervised Release Committee of December 30, 2019 and June 16, June 25 & July 30, 2020. Receive and place on file.
2. Communication from Supervisor Schadewald re: This communication is my request for the annual budget hearings (committee and full board) be done virtually to allow both in-person and virtual participation by all supervisors and staff members. *Referred from July County Board. To provide technical support for Supervisors and staff who need accommodations at the October 28 full County Board budget meeting.*
3. Communication from Supervisor Deney's re: Amend Chapter 2 of the Brown County Ordinances to require that if a Chair of the County Board or Committee elects to have a meeting and allows for public comments via US postal service mail or email for said meeting, that said public comments received through these methods shall be read into the record by the Chair during the public comments section of the meeting. *Referred from July County Board. To hold until the subsequent Executive Committee meeting.*
4. Communication from Supervisor Van Dyck re: Discussion with possible action on moving County Board Chambers and IT training facility to the Central Branch Library. To refer to a special Administration Committee meeting to be held on September 16, 2020 before the September County Board meeting.
5. Internal Auditor - Budget Status Financial Reports – Board of Supervisors & Veterans' Recognition Subcommittee for December 31, 2019 and July 31, 2020 (unaudited). Receive and place on file.
6. Internal Auditor - 2020 Audit and Work Plan (Status Update: August 31, 2020). To approve.
7. Internal Auditor - 2020 Proposed Audit and Work Plan. To approve.
8. Resolution Authorizing One-Year Extension of Auditing Services Contract. To approve. See Resolutions and Ordinances.
9. Resolution Extending the Declaration of Emergency from 09-16-2020 to 11-04-2020 and Limiting Authority. To approve. See Resolutions and Ordinances.
10. Resolution Extending the Declaration of Emergency from 11-05-2020 to December 2020 and Limiting Authority. To hold until the October 28 County Board meeting. See Resolutions and Ordinances.
11. Audit of the bills. To approve.

Supervisor Peters requested Item #2 be pulled separately.

A motion was made by Vice Chair Sieber and seconded by Supervisor Borchardt “**to approve the remainder of the report.**” Vote taken. Motion carried unanimously with no abstentions.

A motion was made by Supervisor Schadewald and seconded by Supervisor Vander Leest **“to approve Item #2.”**

A friendly amendment was requested by Supervisor Deneys for Supervisor Schadewald’s motion **“to allow the Chair to authorize spending up to \$19,000 to provide technical support for supervisors and staff who need accommodations at the October 28 full County Board Budget Meeting.”**

Supervisor Schadewald withdrew his motion.

A motion was made by Supervisor Schadewald and seconded by Supervisor Suennen **“to hold the County Board budget meetings (October 28, October 29 and November 4) virtually and in-person which will cost up to \$25,000.** Roll call vote was taken.

Board of Sup. Roll Call #		10f (2)								
Motion made by Supervisor: Schadewald										
Seconded by Supervisor: Suennen										
Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Aye	17
Sieber	1	Aye	Vander Leest	10	Nay	Erickson	19	Aye	Nay	7
De Wane	2	Excused	Buckley	11	Nay	Coenen	20	Aye	Abstain	0
Chu	3	Aye	Landwehr	12	Aye	Schultz	21	Nay	Excused	2
Dorff	4	Aye	Dantinne, JR.	13	Aye	Peters	22	Nay		
Jacobson	5	Aye	Brusky	14	Excused	Suennen	23	Aye	Total	24
Lefebvre	6	Aye	Murphy	15	Nay	Schadewald	24	Aye		
Friberg	7	Aye	Kaster	16	Nay	Lund	25	Aye		
Borchardt	8	Aye	Van Dyck	17	Aye	Deneys	26	Nay		
Evans	9	Aye	Hopkins	18	Aye					

Motion carried.

#### **No. 11 -- Resolutions, Ordinances:**

#### **Budget Adjustments Requiring County Board Approval**

#### **No. 11a -- RESOLUTION APPROVING BUDGET ADJUSTMENTS TO VARIOUS DEPARTMENT BUDGETS**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, the below listed departments have submitted the following adjustments to their departmental budgets that, per Wisconsin State Statutes, require approval by a 2/3 vote of the full County Board:

20-057 Veterans	Our office has received two donations and one grant to be used to market VA Benefit programs, provide emergency services to veterans, and support office services to veterans, dependents, and their survivors. <b>Fiscal Impact: \$3,496</b>
20-061 Sheriff	This 2020 budget adjustment is to increase grant revenue and related outlay expense to participate in a Homeland Security WEM ALERT SWAT Video Camera grant (2018-HSW-02A-11954). The grant provides funds for purchase and installation of a camera/video/ monitor system to work in conjunction with the Agilemesh networking system in the BearCat armored vehicle. This will increase the amount of information available to incident and tactical commanders while on scene. There is no local match. <b>Fiscal Impact: \$23,757</b>
20-062 Sheriff	This 2020 budget adjustment is to increase grant revenue and related outlay expense to participate in a Homeland Security WEM ALERT SWAT Rigid Hull Inflatable boat grant (2019-HSW-02A-12019). The grant provides funds for the purchase of a 30 foot, center-console boat with two 350 hp outboard motors plus one boat trailer. This vessel will be capable of responding to maritime tactical situations as well as dive incidents. It will primarily respond to incidents in the International Port of Green Bay and surrounding waters of Lake Michigan and be made available to respond to other parts of Wisconsin. There is no local match. <b>Fiscal Impact: \$255,000</b>
20-063 Sheriff	This 2020 budget adjustment is to increase grant revenue and related outlay expense to participate in a Homeland Security WEM ALERT SWAT Enhanced Sensing Equipment grant (2019-HSW-02A-11985). The grant provides funds to purchase enhanced (through-wall) sensing equipment which will enhance critical incident response capabilities of SWAT team members in high-risk environments and may also be used to locate people who are missing or trapped inside a location. There is no local match. <b>Fiscal Impact: \$21,000</b>
20-064 Sheriff	The Sheriff's Drug Task Force needs to reprogram their radios to add new HIDTA and federal channels at a total cost of \$5,235. This cost can be covered by an additional \$2,600 in HIDTA grant dollars and the use of Asset Forfeiture fund balance for the remaining \$2,635. This adjustment then increases expenses and grant revenues and transfer in from Asset Forfeiture fund balance. <b>Fiscal Impact: \$5,235</b>
20-066 Sheriff	This 2020 request is to increase expenses and grant revenues to participate in the Coronavirus Emergency Supplemental Funding FY 2020 grant through the US Dept. of Justice. This grant provides funds to purchase equipment and supplies to prevent, prepare for and respond to the Coronavirus. This is a federal formula (non-competitive) grant with a pre-determined amount of \$58,008 for Brown County. The Sheriff's Office is using this funding to purchase sanitizing equipment and personal protection items for use primarily for (but not limited to) the Jail and Patrol operations. The largest single item is a UV disinfecting robot for use in the Jail and elsewhere. There is no local match required. <b>Fiscal Impact: \$58,008</b>

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20-072 PW-Facilities	Contingency funds are needed for architectural and design purposes related to moving County Board Chambers and IT training facility to the Central Branch Library basement.
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**Contingency Fund Balance: \$273,526**

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**Fiscal Impact: \$50,000**

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20-073 Technology Services	The BCCAN enterprise fund will be receiving additional funding from Green Bay Area Public School District for Fiber WAN Connections to Oak Learning Center and Cup O Joy from the GBAPS District Office Building. These funds total \$110,714 of which \$43,839 will be spent on construction. \$66,875 will be the revenue (cost recovery).
----------------------------------	--

This adjustment is to request to use of \$54,505 of the \$66,875 in revenue (cost recovery) to be used for engineering a fiber run from De Pere to Greenleaf to the South Landfill to Wrightstown High School. The remaining \$12,370 will be used to buy down BCCAN debt. Resource Recovery will provide the remaining \$11,577 to cover the total cost of \$66,082 outlay for the fiber engineering.

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**Fiscal Impact\*: \$66,082**

and,

WHEREAS, these budget adjustments are necessary to ensure activities are appropriated and accounted for properly.

NOW, THEREFORE, BE IT RESOLVED, that the Brown County Board of Supervisors hereby approves the above listed budget adjustments.

Respectfully submitted,

ADMINISTRATION COMMITTEE-SPECIAL  
HUMAN SERVICES COMMITTEE  
PUBLIC SAFETY COMMITTEE

Approved By:   /s/ Troy Streckenbach   Date:   09/16/2020  

20-094R

Authored by Administration

Approved by Corporation Counsel's Office

*Fiscal Note: The fiscal impact is as described in the individual budget adjustments listed above.*

A motion was made by Supervisor Lund and seconded by Supervisor Jacobson **“to approve.”**  
Vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION #11A**  
**ON THE FOLLOWING PAGES**

## BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- ☐ 1 Reallocation from one account to another in the same level of appropriation  
Dept Head
- ☐ 2 Reallocation due to a technical correction that could include:  
• Reallocation to another account strictly for tracking or accounting purposes  
• Allocation of budgeted prior year grant not completed in the prior year  
Director of Admin
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  
County Exec
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)  
County Exec
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).  
Admin Comm
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.  
Oversight Comm  
2/3 County Board
- ☐ 6 Reallocation between two or more departments, regardless of amount  
Oversight Comm  
2/3 County Board
- ☒ 7 Any increase in expenses with an offsetting increase in revenue  
Oversight Comm  
2/3 County Board *CSH*
- ☐ 8 Any allocation from a department's fund balance  
Oversight Comm  
2/3 County Board
- 9 Any allocation from the County's General Fund (*requires separate Resolution*)  
After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.  
Oversight Comm  
Admin Committee  
2/3 County Board

Justification for Budget Change:


Our office has received two donations and one grant to be used to market VA Benefit programs, provide emergency services to veterans, and support office services to veterans, dependents, and their survivors.

*DD*  
00

**Fiscal Impact\*: \$3,496**

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.084.001.4900	Miscellaneous	\$ 1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.084.001.4901	Donations	\$ 2,496
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.084.001.5370	Support Services	\$ 1,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.084.001.5311	Marketing	\$ 2,496
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

 Digitally signed by Joe Aulik Date: 2020.07.16 12:22:20 -05'00' Signature of Department Head Department: <u>Veterans Service</u> Date: <u>7/16/2020</u>	<b>AUTHORIZATIONS</b> <u>Troy Strackenhach</u> Troy Strackenhach-Jul 21, 2020 16:32 CDT Signature of DOA or Executive Date: <u>Jul 21, 2020</u>
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Revised 12/17/19

11a













# BA 20-057 Veterans Services Grant and Donation for Veterans

Final Audit Report

2020-07-21

Created:	2020-07-16
By:	Andrea Holden (andrea.holden@browncountywi.gov)
Status:	Signed
Transaction ID:	CBJCH8CAABAAEz5uHeEj-fINf0C0w--UL8GO8nMapy

## "BA 20-057 Veterans Services Grant and Donation for Veterans" History

-  Document created by Andrea Holden (andrea.holden@browncountywi.gov)  
2020-07-16 - 5:59:12 PM GMT - IP address: [REDACTED]
-  Document emailed to David Diedrick (david.diedrick@browncountywi.gov) for signature  
2020-07-16 - 6:00:03 PM GMT
-  Email viewed by David Diedrick (david.diedrick@browncountywi.gov)  
2020-07-16 - 6:01:42 PM GMT - IP address: [REDACTED]
-  Document e-signed by David Diedrick (david.diedrick@browncountywi.gov)  
Signature Date: 2020-07-16 - 6:02:12 PM GMT - Time Source: server - IP address: [REDACTED]
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2020-07-16 - 6:02:14 PM GMT
-  Email viewed by cw (chad.weininger@browncountywi.gov)  
2020-07-21 - 9:28:22 PM GMT - IP address: [REDACTED]
-  Document e-signed by cw (chad.weininger@browncountywi.gov)  
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2020-07-21 - 9:28:48 PM GMT
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2020-07-21 - 9:31:10 PM GMT - IP address: [REDACTED]
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Signature Date: 2020-07-21 - 9:32:05 PM GMT - Time Source: server - IP address: [REDACTED]



## BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)   | County Exec   |
| <input type="checkbox"/> 5            | a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).   | Admin Comm  |
| <input type="checkbox"/> 5            | b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation.   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6            | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board <i>CH</i>          |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9            | Any allocation from the County's General Fund ( <i>requires separate Resolution</i> )<br><i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i>  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

**Justification for Budget Change:**

This 2020 budget adjustment is to increase grant revenue and related outlay expense to participate in a Homeland Security WEM ALERT SWAT Video Camera grant (2018-HSW-02A-11954). The grant provides funds for purchase and installation of a camera/video/monitor system to work in conjunction with the Agilemesh networking system in the BearCat armored vehicle. This will increase the amount of information available to incident and tactical commanders while on scene. There is no local match.

**Fiscal Impact\*: \$23,757**

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.074.4301	Federal grants	\$23,757
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.074.5395	Equipment non-outlay	\$23,757
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

*DH*  
DH**AUTHORIZATIONS**

*(Signature of Department Head)*  
 Signature of Department Head  
 Department: *Shir. FF*  
 Date: *8-3-20*

*Troy Streckenbach*  
 Troy Streckenbach (Aug 7, 2020 12:13 CDT)

Signature of DOA or Executive

Date: Aug 7, 2020











# Sheriff Alert SWAT Grant budget adjustments-3 files

Final Audit Report

2020-08-07

Created:	2020-08-03
By:	Andrea Holden (andrea.holden@browncountywi.gov)
Status:	Signed
Transaction ID:	OBJCHBCAABAAMNKL1ghkFZbeaftyZEgW3CA4Kc_tgxow

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2020-08-03 - 4:56:57 PM GMT - IP address: [REDACTED]
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2020-08-03 - 5:30:50 PM GMT - IP address: [REDACTED]
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2020-08-07 - 5:10:00 PM GMT
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Signature Date: 2020-08-07 - 5:13:58 PM GMT - Time Source: server- IP address: [REDACTED]

20-062

## BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head  |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                      |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec  |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)   | County Exec  |
| <input type="checkbox"/> 5            | a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).   | Admin Comm   |
| <input type="checkbox"/> 5            | b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation.   | Oversight Comm<br>2/3 County Board                     |
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| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm <i>CH</i><br>2/3 County Board <i>CH</i> |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                     |
| <input type="checkbox"/> 9            | Any allocation from the County's General Fund ( <i>requires separate Resolution</i> )<br><i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i>  | Oversight Comm<br>Admin Committee<br>2/3 County Board  |

Justification for Budget Change:

This 2020 budget adjustment is to increase grant revenue and related outlay expense to participate in a Homeland Security WEM ALERT SWAT Rigid Hull Inflatable boat grant (2019-HSW-02A-12019). The grant provides funds for the purchase of a 30 foot, center-console boat with two 350 hp outboard motors plus one boat trailer. This vessel will be capable of responding to maritime tactical situations as well as dive incidents. It will primarily respond to incidents in the International Port of Green Bay and surrounding waters of Lake Michigan and be made available to respond to other parts of Wisconsin. There is no local match.

Fiscal Impact\*: \$255,000

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>	<i>DH</i>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal grants	\$255,000	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.6110.020	Outlay Equipment	\$255,000	
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				
<input type="checkbox"/>	<input type="checkbox"/>				

## AUTHORIZATIONS

*Leo Dela*  
Signature of Department Head  
Department: *Sheriff*  
Date: *8-3-20*

*Troy Streckenbach*  
Troy Streckenbach (Aug 7, 2020 12:13 CDT)  
Signature of DOA or Executive  
Date: *Aug 7, 2020*

Revised 12/3/18

11a













# Sheriff Alert SWAT Grant budget adjustments-3 files

Final Audit Report

2020-08-07

Created:	2020-08-03
By:	Andrea Holden (andrea.holden@browncountywi.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAMNKL1ghKFZbeafTYZEgW3CA4Kc_tgxow

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-  Document e-signed by Troy Streckenbach (troy.streckenbach@browncountywi.gov)  
Signature Date: 2020-08-07 - 5:13:58 PM GMT - Time Source: server- IP address: [REDACTED]

 Adobe Sign

11a

## BUDGET ADJUSTMENT REQUEST

Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
- Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior year
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- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☒ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- 9 Any allocation from the County's General Fund (*requires separate Resolution*)  
After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.

Approval Level

Dept Head

Director of Admin

County Exec

County Exec

Admin Comm

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board *CHW*  
*ow*

Oversight Comm  
2/3 County Board

Oversight Comm  
Admin Committee  
2/3 County Board

Justification for Budget Change:

This 2020 budget adjustment is to increase grant revenue and related outlay expense to participate in a Homeland Security WEM ALERT SWAT Enhanced Sensing Equipment grant (2019-HSW-02A-11985). The grant provides funds to purchase enhanced (through-wall) sensing equipment which will enhance critical incident response capabilities of SWAT team members in high-risk environments and may also be used to locate people who are missing or trapped inside a location. There is no local match.

Fiscal Impact\*: \$21,000

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal grants	\$21,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5395	Equipment non-outlay	\$21,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

*DH*  
*DH*

## AUTHORIZATIONS

*[Signature]*  
Signature of Department Head

Department: *Sheriff*

Date: *8-3-20*

*Troy Streckenbach*  
*Troy Streckenbach (Aug 7, 2020 12:13 CDT)*  
Signature of DOA or Executive

Date: Aug 7, 2020











# Sheriff Alert SWAT Grant budget adjustments-3 files

Final Audit Report

2020-08-07

Created:	2020-08-03
By:	Andrea Holden (andrea.holden@browncountywi.gov)
Status:	Signed
Transaction ID:	CBJCHBGAABAAMNKL1ghKFZbeaTYZEgW3CA4Kc_tgxow

## "Sheriff Alert SWAT Grant budget adjustments-3 files" History

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-  Email viewed by Troy Streckenbach (troy.streckenbach@browncountywi.gov)  
2020-08-07 - 5:13:10 PM GMT - IP address: [REDACTED]
-  Document e-signed by Troy Streckenbach (troy.streckenbach@browncountywi.gov)  
Signature Date: 2020-08-07 - 5:13:58 PM GMT - Time Source: server- IP address: [REDACTED]



# BUDGET ADJUSTMENT REQUEST

20-064

## Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
- Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☐ 7 Any increase in expenses with an offsetting increase in revenue
- ☒ 8 Any allocation from a department's fund balance
- ☐ 9 Any allocation from the County's General Fund (*requires separate Resolution*)  
After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.

## Approval Level

Dept Head

Director of Admin

County Exec

County Exec

Admin Comm

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board *CHW*

Oversight Comm  
Admin Committee  
2/3 County Board

## Justification for Budget Change:

The Sheriff's Drug Task Force needs to reprogram their radios to add new HIDTA and federal channels at a total cost of \$5,235. This cost can be covered by an additional \$2,600 in HIDTA grant dollars and the use of Asset Forfeiture fund balance for the remaining \$2,635. This adjustment then increases expenses and grant revenues and transfer in from Asset Forfeiture fund balance.

Fiscal Impact\*: \$5,235

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.075.5300	Supplies & Expense	\$5,235
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.075.4301	Federal grants (HIDTA)	\$2,600
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.075.9004	Intra-fund transfer in	\$2,635
<input checked="" type="checkbox"/>	<input type="checkbox"/>	152.074.077.9005	Intra-fund transfer out	\$2,635
<input type="checkbox"/>	<input checked="" type="checkbox"/>	152.3100.500	Restricted fund balance	\$2,635
<input type="checkbox"/>	<input type="checkbox"/>			

## AUTHORIZATIONS

*Troy D. Del*  
Signature of Department Head

Department: *Sheriff*

Date: *8-4-20*

*Troy Streckenbach*

Troy Streckenbach (Aug 4, 2020 17:02 CDT)

Signature of DOA or Executive

Date: Aug 4, 2020

Revised 12/3/18

11a











# BA 20-064 Sheriff DTF Radio Reprogramming-HIDTA

Final Audit Report

2020-08-04

Created:	2020-08-04
By:	Andrea Holden (andrea.holden@browncountywi.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQ&msahv4kjfO_mbsOWUcg1sCvEt3XFK3

## "BA 20-064 Sheriff DTF Radio Reprogramming-HIDTA" History

-  Document created by Andrea Holden (andrea.holden@browncountywi.gov)  
2020-08-04 - 7:57:01 PM GMT - IP address: [REDACTED]
-  Document emailed to Donn Hein (donn.hein@browncountywi.gov) for signature  
2020-08-04 - 7:58:09 PM GMT
-  Email viewed by Donn Hein (donn.hein@browncountywi.gov)  
2020-08-04 - 8:07:20 PM GMT - IP address: [REDACTED]
-  Document e-signed by Donn Hein (donn.hein@browncountywi.gov)  
Signature Date: 2020-08-04 - 8:07:38 PM GMT - Time Source: server- IP address: [REDACTED]
-  Document emailed to cw (chad.weininger@browncountywi.gov) for signature  
2020-08-04 - 8:07:39 PM GMT
-  Email viewed by cw (chad.weininger@browncountywi.gov)  
2020-08-04 - 8:47:12 PM GMT - IP address: [REDACTED]
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Signature Date: 2020-08-04 - 8:47:53 PM GMT - Time Source: server- IP address: [REDACTED]
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2020-08-04 - 8:47:55 PM GMT
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2020-08-04 - 10:02:08 PM GMT - IP address: [REDACTED]
-  Document e-signed by Troy Streckenbach (troy.streckenbach@browncountywi.gov)  
Signature Date: 2020-08-04 - 10:02:28 PM GMT - Time Source: server- IP address: [REDACTED]



# BUDGET ADJUSTMENT REQUEST

20-066

## Category

## Approval Level

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)   | County Exec   |
| <input type="checkbox"/> 5            | a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).   | Admin Comm  |
| <input type="checkbox"/> 5            | b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation.   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 6            | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 7 | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board <i>CHP</i>         |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 9            | Any allocation from the County's General Fund (requires separate Resolution)<br><i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i>   | Oversight Comm<br>Admin Committee<br>2/3 County Board |

## Justification for Budget Change:

This 2020 request is to increase expenses and grant revenues to participate in the Coronavirus Emergency Supplemental Funding FY 2020 grant through the US Dept. of Justice. This grant provides funds to purchase equipment and supplies to prevent, prepare for and respond to the Coronavirus. This is a federal formula (non-competitive) grant with a pre-determined amount of \$58,008 for Brown County. The Sheriff's Office is using this funding to purchase sanitizing equipment and personal protection items for use primarily for (but not limited to) the Jail and Patrol operations. The largest single item is a UV disinfecting robot for use in the Jail and elsewhere. There is no local match required

**Fiscal Impact\*: \$58,008**

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.4301	Federal Grants	\$58,008
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.6110.020	Outlay	\$40,170
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5395	Equipment non-outlay	3,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.074.001.5300	Supplies	14,838
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

*DH*  
DH

## AUTHORIZATIONS

*[Signature]*  
Signature of Department Head  
Department: *Sheriff*  
Date: *8-12-20*

*Troy Streckenbach*  
Troy Streckenbach (Aug 13, 2020 2:44:01)  
Signature of DOA or Executive  
Date: *Aug 13, 2020*

Revised 12/3/18

11a












# BA-Covid Grant-Sheriff

Final Audit Report

2020-08-13

Created:	2020-08-12
By:	Andrea Holden (andrea.holden@browncountywi.gov)
Status:	Signed
Transaction ID:	CEJCH8CAABAAUJfjmTBCxMQtTs3B4xQz0pyeOQKvgO

## "BA-Covid Grant-Sheriff" History

-  Document created by Andrea Holden (andrea.holden@browncountywi.gov)  
2020-08-12 - 4:10:56 PM GMT - IP address: [REDACTED]
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2020-08-12 - 4:12:00 PM GMT
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2020-08-12 - 4:20:47 PM GMT
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2020-08-12 - 10:20:07 PM GMT - IP address: [REDACTED]
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Signature Date: 2020-08-12 - 10:20:45 PM GMT - Time Source: server - IP address: [REDACTED]
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2020-08-12 - 10:20:46 PM GMT
-  Email viewed by .Troy Streckenbach (troy.streckenbach@browncountywi.gov)  
2020-08-13 - 3:40:20 AM GMT - IP address: [REDACTED]
-  Document e-signed by .Troy Streckenbach (troy.streckenbach@browncountywi.gov)  
Signature Date: 2020-08-13 - 12:44:27 PM GMT - Time Source: server - IP address: [REDACTED]
-  Signed document emailed to Donn Hein (donn.hein@browncountywi.gov), Andrea Holden (andrea.holden@browncountywi.gov), .Troy Streckenbach (troy.streckenbach@browncountywi.gov), and cw (chad.weininger@browncountywi.gov)  
2020-08-13 - 12:44:27 PM GMT



lla

## BUDGET ADJUSTMENT REQUEST

CategoryApproval Level

- |                                       |  |   |
|---------------------------------------|--|---|
| <input type="checkbox"/> 1            | Reallocation from one account to another in the same level of appropriation  | Dept Head   |
| <input type="checkbox"/> 2            | Reallocation due to a technical correction that could include: <ul style="list-style-type: none"> <li>• Reallocation to another account strictly for tracking or accounting purposes</li> <li>• Allocation of budgeted prior year grant not completed in the prior year</li> </ul> | Director of Admin                                     |
| <input type="checkbox"/> 3            | Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation  | County Exec   |
| <input type="checkbox"/> 4            | Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)   | County Exec   |
| <input type="checkbox"/> 5            | a) Reallocation of <u>up to 10%</u> of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).   | Admin Comm  |
| <input type="checkbox"/> 5            | b) Reallocation of <u>more than 10%</u> of the funds originally appropriated between any of the levels of appropriation.   | Oversight Comm<br>2/3 County Board                    |
| <input checked="" type="checkbox"/> 6 | Reallocation between two or more departments, regardless of amount   | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 7            | Any increase in expenses with an offsetting increase in revenue  | Oversight Comm<br>2/3 County Board                    |
| <input type="checkbox"/> 8            | Any allocation from a department's fund balance  | Oversight Comm<br>2/3 County Board                    |
| 9                                     | Any allocation from the County's General Fund ( <i>requires separate Resolution</i> )<br><i>After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.</i>  | Oversight Comm<br>Admin Committee<br>2/3 County Board |

Justification for Budget Change:

Contingency funds are needed for architectural planning and design purposes related to moving County Board Chambers and IT training facility to the Central Branch Library basement.

Contingency Fund Balance: \$273,526

Fiscal Impact\*: \$ 50,000

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

<u>Increase</u>	<u>Decrease</u>	<u>Account #</u>	<u>Account Title</u>	<u>Amount</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	100.090.5394	General Government Contingency	\$ 50,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.090.9003	General Government Transfer Out	\$ 50,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.9004	Intrafund Transfer In	\$ 50,000
<input checked="" type="checkbox"/>	<input type="checkbox"/>	100.054.001.5708	Professional Services	\$ 50,000
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## AUTHORIZATIONS

Requested by Supervisor Van Dyck

Approved by Administration Committee

Signature of Department Head

Signature of DOA or Executive

Department: Administration Committee

Date: 9/16/2020

Date: 9/10/2020

Revised 12/17/18

Submit Form

11a



# BUDGET ADJUSTMENT REQUEST

20-073

## Category

- ☐ 1 Reallocation from one account to another in the same level of appropriation
- ☐ 2 Reallocation due to a technical correction that could include:
- Reallocation to another account strictly for tracking or accounting purposes
  - Allocation of budgeted prior year grant not completed in the prior year
- ☐ 3 Any change in any item within the Outlay account which does not require the reallocation of funds from another level of appropriation
- ☐ 4 Any change in appropriation from an official action taken by the County Board (i.e., resolution, ordinance change, etc.)
- ☐ 5 a) Reallocation of up to 10% of the originally appropriated funds between any levels of appropriation (based on lesser of originally appropriated amounts).
- ☐ 5 b) Reallocation of more than 10% of the funds originally appropriated between any of the levels of appropriation.
- ☐ 6 Reallocation between two or more departments, regardless of amount
- ☒ 7 Any increase in expenses with an offsetting increase in revenue
- ☐ 8 Any allocation from a department's fund balance
- 9 Any allocation from the County's General Fund (*requires separate Resolution*)  
After County Board approval of the resolution, a Category 4 budget adjustment must be prepared.

## Approval Level

Dept Head

Director of Admin

County Exec

County Exec

Admin Comm

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
2/3 County Board

Oversight Comm  
Admin Committee  
2/3 County Board

## Justification for Budget Change:

The BCCAN enterprise fund will be receiving additional funding from Green Bay Area Public School District for Fiber WAN Connections to Oak Learning Center and Cup O Joy from the GBAPS District Office Building. These funds total \$110,714 of which \$43,839 will be spent on construction. \$66,875 will be the revenue (cost recovery).

This adjustment is to request to use of \$54,505 of the \$66,875 in revenue (cost recovery) to be used for engineering a fiber run from De Pere to Greenleaf to the South Landfill to Wrightstown High School. The remaining \$12,370 will be used to buy down BCCAN debt. Resource Recovery will provide the remaining \$11,577 to cover the total cost of \$66,082 outlay for the fiber engineering.

**Fiscal Impact\*: \$66,082**

\*Enter \$0 if reclassifying previously budgeted funds. Enter actual dollar amount if new revenue or expense.

Increase	Decrease	Account #	Account Title	Amount
<input checked="" type="checkbox"/>	<input type="checkbox"/>	670.022.001.4600.660	Charges and Fees Fiber	\$110,714
<input checked="" type="checkbox"/>	<input type="checkbox"/>	670.022.001.6182.100	Construction General	\$109,921
<input checked="" type="checkbox"/>	<input type="checkbox"/>	670.022.001.6110.900	Outlay Contra	\$109,921
<input checked="" type="checkbox"/>	<input type="checkbox"/>	670.022.001.9002	Transfer In – Resource Recovery	\$11,577
<input type="checkbox"/>	<input type="checkbox"/>			
<input type="checkbox"/>	<input type="checkbox"/>			

## AUTHORIZATIONS

*4-11-20*

Approved: \_\_\_\_\_

Signature of Department Head

Department: Technology Services

Date: Sep 11, 2020

Signature of DOA or Executive

Date: \_\_\_\_\_

Revised 12/5/18

11a

**Administration Committee, Education & Recreation Committee, Human Services Committee, Planning, Development & Transportation Committee and Public Safety Committee**

**No. 11b -- RESOLUTION ADOPTING BROWN COUNTY'S 2021 FIVE-YEAR CAPITAL IMPROVEMENT PLAN.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

WHEREAS, Brown County has developed a 2021 Five-Year Capital Improvement Plan ("2021 CIP") that covers the period 2021 through 2025; and

WHEREAS, the 2021 CIP, a copy of which is attached to and made part of this Resolution by attachment and reference, is a planning document that assists Brown County going forward by providing a timeline by which to implement various capital projects, and by providing information regarding said capital projects' costs.

NOW, THEREFORE, BE IT RESOLVED by the Brown County Board of Supervisors that the Brown County 2021 Five-Year Capital Improvement Plan is hereby adopted.

***Fiscal Note:*** *This resolution does not require an appropriation from the County General Fund. The projects listed under 2021 in the attached 2021 CIP will be included in the 2021 Proposed Budget for final approval. Projects listed under 2022-2025 will be reevaluated and updated every year and approved by inclusion in the annual CIP and budget process.*

Respectfully submitted,

ADMINISTRATION COMMITTEE  
EDUCATION & RECREATION  
COMMITTEE  
HUMAN SERVICES COMMITTEE  
PLANNING, DEVELOPMENT &  
TRANSPORTATION COMMITTEE  
PUBLIC SAFETY COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-068R

Final Draft Approved by Corporation Counsel

Authored By: Department of Administration

A motion was made by Supervisor Landwehr and seconded by Supervisor Dantine "to adopt." Vote taken. Motion carried unanimously with no abstentions.

# ATTACHMENTS TO RESOLUTION #11B ON THE FOLLOWING PAGES

## 2021 Capital Project 5-Year Outlook Summary

Projects Proposed  
As of 6/22/2020

Key for Funding Source:

ST = Sales Tax G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Balance TIF = TIF District S = Stadium District Sales Tax Refund CD = Charitable Donations D = Debt

### 2021 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM (CIP) - TO BE FUNDED BY SALES TAX

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2021	2022	2023	2024	2025	TOTAL
<b>PUBLIC SAFETY</b>									
Medical Examiner	ST		Medical Examiner Office/Autopsy Facility	4,204,074	-	-	-	-	4,204,074
Public Safety-Emergency Management	ST		Public Safety Projects - VESTA 9-1-1 Phone Hardware Upgrade	-	-	360,000	-	-	360,000
Sheriff	ST		New Jail Pod	3,134,267	-	-	-	-	3,134,267
			<b>Public Safety Sales Tax Request Total</b>	<b>7,338,341</b>	<b>-</b>	<b>360,000</b>	<b>-</b>	<b>-</b>	<b>7,698,341</b>
<b>PLANNING, DEVELOPMENT &amp; TRANSPORTATION</b>									
Public Works	ST/S	1	Brown County Expo Hub	2,500,000	3,000,000	6,500,000	-	-	12,000,000
	ST	2	Veterans Memorial Grounds Maintenance	1,000,000	2,100,000	6,500,000	-	-	9,600,000
	ST	1	Facility Building Improvements	500,000	500,000	500,000	-	-	2,500,000
	ST	DDD-	CTH DDD (CTH DD to French Road) - Surface Maintenance	825,000	-	-	-	500,000	825,000
	ST	DD-	CTH DD (Quality Ct to Poplar Rd) - Recondition	900,000	-	-	-	-	900,000
	ST/P	O-14	CTH O (East River Dr to CTH V) - Recondition	1,950,000	-	-	-	-	1,950,000
	ST/M	HH-11	CTH HH (CTH AAA to Hoangway Way) - Reconstruction	900,000	-	-	-	-	900,000
	ST/G/M	M-19	CTH M (Bridge Over Suamico River) - Bridge Replacement	857,824	-	-	-	-	857,824
	ST	Z-28	CTH Z (Fairview Rd to CTH AB) - Box Culvert Replacement	200,000	-	-	-	-	200,000
	ST/G/M	Z-12	CTH ZZ (City St to L300' South of Millard Rd) - Reconstruction	3,002,438	-	-	-	-	3,002,438
	ST/M	Z-22	CTH ZZ (L300' South of Millard Rd to 900' North of Millard Rd) - Reconstruction	2,938,115	-	-	-	-	2,938,115
	ST/G/M	VV-3	CTH VV (STH 29/CTH VV Interchange)	11,521,975	11,521,975	-	-	-	23,043,950
	ST	FRP-3	Fox River Papermaking Corridor Project - Waterline Construction	700,000	-	-	-	-	700,000
	ST/G/M	VV-4	CTH VV (Millwood Ct to CTH C) - Reconstruction	340,000	3,000,000	-	-	-	3,340,000
	ST/P/M	M-21	CTH M (Belmont Road to CTH HS) - Reconstruction	440,000	-	1,600,000	6,800,000	-	8,840,000
	ST/P/M	M-22	CTH M (CTH HS to W. Deerfield Ave) - Reconstruction	-	-	-	-	974,114	974,114
	ST	J-23	CTH J (CTH M to Harbor Lights Rd) - Surface Maintenance	-	825,000	-	-	-	825,000
	ST	XX-19	CTH XX (CTH O to RR Tracks) - Recondition	-	1,250,000	-	-	-	1,250,000
	ST	W-	CTH W (Kings Road to L300' North of Wayside Road) - Recondition	-	600,000	-	-	-	600,000
	ST/P	Z-18	CTH ZZ (Meadowbank Rd to Partridge Rd) - Reconstruction	-	3,232,000	-	-	-	3,232,000
	ST-G	K-	CTH K (STH 172 to Gilgoun Street) - Maintenance	-	1,700,000	-	-	-	1,700,000
	ST	MM-	CTH MM (CTH G to Shadow Lane) - Surface Maintenance	-	-	520,000	-	-	520,000
	ST/P	W-	CTH W (L300' N. of Wayside Rd to CTH Z) - Surface Maintenance	-	-	1,016,000	-	-	1,016,000
	ST	EB-36	CTH EB (CTH F to CTH EE) - Recondition	-	-	800,000	-	-	800,000
	ST	T-	CTH T (STH 28 to Town Line Rd) - Recondition	-	-	1,345,000	-	-	1,345,000
	ST	V-	CTH V (CTH T to CTH IV) - Recondition	-	-	1,316,000	-	-	1,316,000
	ST	Z-28	CTH Z (Bridge Over Branch River) - Reconstruction	-	-	400,000	-	-	400,000
	ST	F-	CTH F (Lawrence Drive to American Boulevard) - Maintenance	-	-	322,600	-	-	322,600
			<b>Planning, Development, &amp; Transportation Sales Tax Request Total</b>	<b>28,972,552</b>	<b>27,728,975</b>	<b>20,839,600</b>	<b>7,100,000</b>	<b>1,474,114</b>	<b>85,715,041</b>
			<b>Less: Non-Sales Tax Funding Sources</b>	<b>(15,378,739)</b>	<b>(14,832,375)</b>	<b>(1,104,653)</b>	<b>(3,300,000)</b>	<b>-</b>	<b>(34,465,767)</b>
			<b>Planning, Development, &amp; Transportation Sales Tax Request Total</b>	<b>13,193,613</b>	<b>13,096,600</b>	<b>19,684,947</b>	<b>3,800,000</b>	<b>1,474,114</b>	<b>51,249,274</b>
<b>HEALTH &amp; HUMAN SERVICES:</b>									
Human Services	ST	1	Crisis Assessment Center	572,559	-	-	-	-	572,559
	ST		Mental Health & SRCCOY	-	-	3,645,816	-	-	3,645,816
			<b>Health &amp; Human Services Sales Tax Request Total</b>	<b>572,559</b>	<b>-</b>	<b>3,645,816</b>	<b>-</b>	<b>-</b>	<b>4,218,375</b>

**2021 Capital Project 5-Year Outlook Summary**  
**Projects Proposed**  
**As of 6/22/2020**

Key for Funding Source: ST = Sales Tax G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District S = Stadium District Sales Tax Refund CD = Charitable Donations D = Debt

**2021 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM (CIP) - TO BE FUNDED BY SALES TAX (Continued)**

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2021	2022	2023	2024	2025	TOTAL
<b>EDUCATION, CULTURE AND RECREATION:</b>									
Parks Department	ST	1	Fairgrounds Development	2,251,515	-	-	-	-	2,251,515
	ST/CD	5	Pamplin Playground	-	650,000	-	-	-	650,000
	ST	7	Bay Shore Visitor Center	30,000	400,000	-	-	-	430,000
	ST/G	8	Duck Creek Trail Development	-	392,000	-	-	-	392,000
	ST/G	9	Recreation Campground	420,000	-	-	-	-	420,000
	ST/G/CD	10	Fox River Trail Paving	-	-	1,200,000	-	-	1,200,000
<b>Library</b>									
	ST	1	Library Branch Expansion/Relocation	4,000,000	-	-	-	-	4,000,000
	ST	2	Library Renovations	2,400,000	9,000,000	4,600,000	-	-	16,000,000
			Education, Culture and Recreation Sales Tax Request Total	9,101,515	10,442,000	5,800,000	-	-	25,343,515
			Less: Non-Sales Tax Funding Sources	(163,000)	(262,000)	(1,000,000)	-	-	(1,428,000)
			Education, Culture and Recreation Sales Tax Request Total	8,938,515	10,180,000	4,800,000	-	-	23,918,515
<b>Total Capital Projects Outlook Subtotal</b>									
				45,584,787	38,170,975	30,645,416	7,100,000	1,474,114	122,975,292
			Less: Non-Sales Tax Funding Sources	(15,542,739)	(14,894,375)	(2,154,653)	(3,300,000)	-	(35,890,767)
			<b>CAPITAL PROJECTS SALES TAX REQUEST TOTAL</b>	<b>30,043,048</b>	<b>23,276,600</b>	<b>28,490,763</b>	<b>3,800,000</b>	<b>1,474,114</b>	<b>87,084,525</b>

**2021 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM (CIP) - BOND REQUESTS**

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2021	2022	2023	2024	2025	TOTAL
<b>ADMINISTRATION:</b>									
Technology Services	D		Brown County Community Area Network Fiber Infrastructure	-	-	-	-	-	-
	D	1	Fiber Expansion Interstate 41 - \$607,421	-	-	-	-	-	-
	D	2	Fiber Expansion to PSC 912 Soraya Hill Radio Tower - \$1,403,600	-	-	-	1,403,600	-	1,403,600
	D	3-6	Fiber Expansion to PSC 911 4 Other Radio Towers - \$3,606,800	-	-	-	-	-	-
			<b>Administration Bond Request Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,403,600</b>	<b>-</b>	<b>1,403,600</b>
<b>PLANNING, DEVELOPMENT &amp; TRANSPORTATION:</b>									
<b>Public Works</b>									
	O/PYM	PP-	2024-1	CTH PP (Man-Cut Road to STH 95) - Surface Maintenance	-	-	2,014,500	-	2,014,500
	D	PP-	2024-2	CTH PP (STH 95 to School Road) - Recondition	-	-	1,330,000	-	1,330,000
	D	W-	2024-3	CTH W (CTH Z to STH 95) - Recondition	-	-	1,722,553	-	1,722,553
	D	X-	2024-4	CTH X (Rosemont Drive to STH 172) - Maintenance	-	-	570,600	-	570,600
	O/PYM	M-22	2021-14	CTH M (CTH HS to W. Deepfick Ave) - Reconstruction	510,000	-	1,000,000	8,385,886	9,895,886
	D	JJ-	2025-1	CTH JJ (CTH V to Hazen Road) - Surface Maintenance	-	-	-	525,000	525,000
	D	GE-10	2025-2	CTH GE (STH 172 to STH 54) - Recondition	-	-	-	500,000	500,000
	D	W-	2025-3	CTH W (Bike Road to CTH PP) - Recondition	-	-	-	1,656,767	1,656,767
	D	Z-	2025-4	CTH Z (Outagamie Road to CTH D) - Recondition	-	-	-	750,000	750,000
	D			Southern Bridge - \$67,000,000 out of \$134,000,000 total project	-	-	-	-	-
	D			Now Highway Building - \$45,000,000	-	-	-	-	-
				<b>Planning, Development &amp; Transportation Bond Request Total</b>	<b>510,000</b>	<b>-</b>	<b>6,637,653</b>	<b>11,817,653</b>	<b>18,965,306</b>
				Less: Non-Bond funding sources	(510,000)	-	(1,287,653)	(6,467,653)	(8,265,306)
				<b>Planning, Development &amp; Transportation Bond Request Total</b>	<b>-</b>	<b>-</b>	<b>5,350,000</b>	<b>5,350,000</b>	<b>10,700,000</b>

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**2021 Capital Project 5-Year Outlook Summary**  
 Projects Proposed  
 As of 6/22/2020

Key for Funding Source: ST = Sales Tax G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District S = Stadium District Sales Tax Refund CD = Charitable Donations D = Debt

**2021 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM (CIP) - BOND REQUESTS (Continued)**

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2021	2022	2023	2024	2025	TOTAL
<b>PUBLIC SAFETY:</b>									
Public Safety	D	1	CAD Hardware Upgrade	-	-	-	348,690	-	348,690
Communications	O	2	Console Furniture Upgrade - \$424,833	-	-	-	-	-	-
Sheriff	D	1	Courthouse Single Point Entrance/Exit Lobby Annex - \$1,950,000	-	-	-	-	-	-
		2	Indoor Shooting Range - Estimated \$2,000,000	-	-	-	-	-	-
	D	3	Downtown Jail/County Campus Construction - \$30,000,000	-	-	-	-	-	-
			<b>Public Safety Bond Request Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>348,690</b>	<b>-</b>	<b>348,690</b>
<b>EDUCATION, CULTURE AND RECREATION:</b>									
Parks Department			Bay Shore Harbor - \$7,000,000	-	-	-	-	-	-
			Relocation of Parks Office & Shop - \$2,500,000	-	-	-	-	-	-
			Fairgrounds Master Plan Development - \$23,384,000	-	-	-	-	-	-
			Remand Island - \$28,268,500	-	-	-	-	-	-
			<b>Education, Culture &amp; Recreation Bond Request Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Total Capital Projects Outlook Subtotal</b>	<b>\$10,000</b>	<b>-</b>	<b>-</b>	<b>6,389,943</b>	<b>11,617,653</b>	<b>20,717,596</b>
			<b>Less: Non-bond Funding Sources</b>	<b>(510,000)</b>	<b>-</b>	<b>-</b>	<b>(1,387,653)</b>	<b>(6,447,653)</b>	<b>(8,265,306)</b>
			<b>CAPITAL PROJECTS BOND REQUEST TOTAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>7,102,290</b>	<b>5,170,000</b>	<b>12,452,290</b>

**2021 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM (CIP) - OTHER NON-SALES TAX & NON-BOND REQUESTS**

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2021	2022	2023	2024	2025	TOTAL
<b>HEALTH &amp; HUMAN SERVICES:</b>									
Sybilie Hosp	CD	1	School Expansion	4,000,000	-	-	-	-	4,000,000
			<b>Health &amp; Human Services Request Total</b>	<b>4,000,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,000,000</b>
<b>PLANNING, DEVELOPMENT, &amp; TRANSPORTATION:</b>									
Airport	O/G	1	Rehab Access Roads, Cell Phone Lot, Modifications to Terminal & Canopies	3,700,000	-	-	-	-	3,700,000
	O/G	2	Rehab Service Road East	520,000	-	-	-	-	520,000
	O/G	3	Public Parking, Lighting & Perimeter Fence	3,203,699	-	-	-	-	3,203,699
	O/G	4	Terminal Modifications & Improvements	11,000,000	-	-	-	-	11,000,000
	O/G	5	Rehab Taxiway A, D, C1, D2, D3, F, J, & M and East GA & Commercial Apron, & Auto Gates	600,000	16,600,000	-	-	-	17,200,000
	O/G	6	Frontage Road Construction	104,000	-	-	-	-	104,000
	O/G	7	Baggage Claim Modification	-	180,000	-	2,151,640	-	2,331,640
	O/G	8	Runway Safety Area Grade Mitigation	-	150,000	-	1,727,897	-	1,877,897
	O/G	9	Rehab Runway 18/36 South & Taxiway M, Dutchman Creek Culverts	-	290,000	6,500,000	-	-	6,790,000
	O/G	10	West Side Perimeter Road & Fence and East Perimeter Road Strengthening	-	173,056	393,702	-	7,139,380	7,706,138
	O/G	11	Electrical Vault Relocation	-	-	16,873	813,193	4,555,148	5,185,214
	O/G	12	Relocate South General Aviation Area	-	-	-	97,332	323,922	421,254

911



**2021 Capital Project 5-Year Outlook Summary**  
**Projects Proposed**  
**As of 6/22/2020**

**Key for Funding Source:** ST = Sales Tax G=Grants and Aides O = Operating Revenues M = Municipal Funds P = Property Tax GF = General Fund Fund Balance TIF = TIF District S = Stadium District Sales Tax Refund CO = Charitable Donations D = Debt

**2021 EXECUTIVE CAPITAL IMPROVEMENTS PROGRAM (CIP) - OTHER NON-SALES TAX & NON-BOND REQUESTS (Continued)**

DIVISION/ DEPARTMENT	FUNDING SOURCE	DEPT PRIORITY	PROJECT DESCRIPTION	2021	2022	2023	2024	2025	TOTAL
Port and Resource Recovery	O	2	Bay Port Expansion	-	-	-	-	2,000,000	2,000,000
	O	1	Brown County South Landfill	19,200,000	-	-	-	-	19,200,000
Public Works	G	HSP	All	50,000	-	-	-	-	50,000
	P	ZZ-19	2022-2 CTH ZZ (High Street to Clay Street) - Surface Maintenance	-	200,000	-	-	-	200,000
	P/G	MM-8	2023-7 CTH NM (CTH 6 to I-43) - Maintenance Project	-	-	329,000	-	-	329,000
	P	GV-	2023-9 CTH GV (5TH 172 to McDonald's Entrance) - Maintenance Project	-	-	400,000	-	-	400,000
	P		Highway Department Building Maintenance	250,000	250,000	250,000	250,000	250,000	1,250,000
	P/M		Preliminary Costs Future Highway Projects	350,000	350,000	350,000	350,000	350,000	1,750,000
			Highway Radio System Replacement - \$400,000	-	-	-	-	-	-
<b>Planning, Development, &amp; Transportation Request Total</b>				<b>39,977,699</b>	<b>19,193,056</b>	<b>6,239,575</b>	<b>5,190,062</b>	<b>14,618,450</b>	<b>85,218,842</b>
<b>Total Capital Projects Outlook - Non-Sales Tax Requests</b>				<b>42,977,699</b>	<b>19,193,056</b>	<b>6,239,575</b>	<b>5,190,062</b>	<b>14,618,450</b>	<b>88,218,842</b>
<b>Grand Total All Requests</b>				<b>89,072,486</b>	<b>56,364,031</b>	<b>38,884,991</b>	<b>20,680,005</b>	<b>27,010,217</b>	<b>232,911,730</b>

911

CORPORATION COUNSEL

*Brown County*

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600



David P. Hemery

Corporation Counsel

PHONE (920) 448-4006  
FAX (920) 448-4003  
David.Hemery@co.brown.wi.us

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** 8/7/20  
**REQUEST TO:** PD&T, Human Services, Public Safety, Ed & Rec, Administration Committee and County Board of Supervisors  
**MEETING DATE:** 8/25, 8/26, 9/1, 9/2, 9/3, and 9/16, respectively  
**REQUEST FROM:** David P. Hemery  
Corporation Counsel  
**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** Resolution Adopting Brown County's 2021 Five-Year Capital Improvement Plan

**ISSUE/BACKGROUND INFORMATION:**

The 2021 Five-Year Capital Improvement Plan assists Brown County going forward by providing a timeline and costs for various Capital Improvement Projects.

**ACTION REQUESTED:**

Adoption of 2021 Five-Year Capital Improvement Plan

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$ \_\_\_\_\_
2. Is it currently budgeted? ☐ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? \_\_\_\_\_
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

12/3/2018

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**Human Services Committee**

**No. 11c -- RESOLUTION DECLARING OCTOBER 15, 2020 AS “PREGNANCY AND INFANT LOSS REMEMBRANCE DAY.”**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, on October 25, 1988, President Ronald Reagan designated October as *Pregnancy and Infant Loss Awareness Month*, a month to take time to honor and remember those who have lost a child during pregnancy or lost a child in infancy; and

**WHEREAS**, around the world, countries observe October 15<sup>th</sup> as *Pregnancy and Infant Loss Awareness Day*, including but not limited to Canadian provinces and territories, the United Kingdom, Western Australia, New South Wales, and Italy, and it is desirable for the County of Brown to observe October 15, 2020 as *Pregnancy and Infant Loss Remembrance Day*.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that it hereby declares and decrees that October 15, 2020 is officially recognized as *Pregnancy and Infant Loss Remembrance Day* in Brown County.

*Fiscal Note: This resolution does not require an appropriation from the General Fund.*

Respectfully submitted,

HUMAN SERVICES COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-097R

Authored by: Corporation Counsel per the Human Services Committee/Supervisor Jacobson

Approved by: Corporation Counsel

A motion was made by Supervisor Jacobson and seconded by Supervisor Borchardt “**to adopt.**” Vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION #11C**  
**ON THE FOLLOWING PAGES**

CORPORATION COUNSEL

*Brown County*

305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



**David P. Hemery**  
Corporation Counsel

PHONE: (920) 448-4006  
FAX: (920) 448-4003  
EMAIL: [David.Hemery@browncountywi.gov](mailto:David.Hemery@browncountywi.gov)

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

DATE: 09-09-2020  
REQUEST TO: County Board  
MEETING DATE: 09-16-2020  
REQUEST FROM: Dave Hemery, as requested by the Human Services Committee/ Supervisor Jacobson  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: **RESOLUTION DECLARING OCTOBER 15, 2020 AS "PREGNANCY AND INFANT LOSS REMEMBRANCE DAY"**

**ISSUE/BACKGROUND INFORMATION:**

This Resolution declares 10-15-2020 as *Pregnancy and Infant Loss Remembrance Day*.

**ACTION REQUESTED:**

Consideration and approval.

**FISCAL IMPACT:**

**NOTE:** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

What is the amount of the fiscal impact? \$0

Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)

a. If yes, in which account? See fiscal note

b. If no, how will the impact be funded?

c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

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**No. 11d -- RESOLUTION REDUCING FOOD SERVICE INDUSTRY LICENSE FEES.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, in light of the negative economic effects the COVID-19 virus has had on our local food service industry, it is desirable for the below Health and Human Services – Public Health License Fees to be reduced by half (*from the current fee to the 'reduced by 50%' fee*) during the 2020 renewal period which covers portions of 2020 and 2021:

Health & Human Services – Public Health

Soft Drink Stand, Frozen Confection	License	149.00 <u>to</u> 74.50
Tavern	License	149.00 <u>to</u> 74.50
Additional Tavern Area	License	38.00 <u>to</u> 19.00

Restaurant:

Temporary Restaurant	License	191.00 <u>to</u> 95.50
Prepackaged Food Only	License	162.00 <u>to</u> 81.00

Food Preparation On Site (Risk Categories):

Simple with Gross Sales Under \$50K	License	499.00 <u>to</u> 249.50
Simple with Gross Sales \$50K to \$200K	License	564.00 <u>to</u> 282.00
Simple with Gross Sales Over \$200K	License	636.00 <u>to</u> 318.00
Moderate with Gross Sales Under \$100K	License	682.00 <u>to</u> 341.00
Moderate with Gross Sales \$100K to \$400K	License	744.00 <u>to</u> 372.00
Moderate with Gross Sales Over \$400K	License	804.00 <u>to</u> 402.00
Complex with Gross Sales Under \$150K	License	855.00 <u>to</u> 427.50
Complex with Gross Sales \$150K to \$600K	License	918.00 <u>to</u> 459.00
Complex with Gross Sales Over \$600K	License	975.00 <u>to</u> 487.50
Additional Food Preparation Area (within Establishment).	License	106.00 <u>to</u> 53.00

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that it hereby authorizes and directs that the above Health and Human Services – Public Health fees to be reduced by half (from the current License Fee to the ‘reduced by 50%’ License Fee) during the 2020 renewal period which covers portions of 2020 and 2021, as indicated above, that Brown County Officials, Staff and Agents take any and all actions necessary to carry out the above directive, and that the funds appropriated in 2020 for these purposes shall be carried over to cover the 2021 portion of the license period.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The temporary fee reduction for the 2020-~~2019~~ 2021 season is projected to be \$278,148.50 and Public Health is projected to have sufficient funds within their existing 2020 budget.*

*\*As amended by the Brown County Board of Supervisors on September 16, 2020*

Respectfully submitted,

HUMAN SERVICES COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-096R

Authored by Corporation Counsel

Approved by Corporation Counsel

A motion was made by Supervisor Kaster and seconded by Supervisor Borchardt “**to approve.**”

A motion was made by Supervisor Chu and seconded by Supervisor Sieber “**to amend the fiscal notes section, to strike the year 2010 and replace with the year 2021.**”

A motion was made by Supervisor Dantine and seconded by Supervisor Kaster “**to approve as amended.**” Vote taken. Motion carried with Supervisor Buckley abstained.

**ATTACHMENTS TO RESOLUTION #11D**  
**ON THE FOLLOWING PAGES**

CORPORATION COUNSEL

*Brown County*

305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



**David P. Hemery**  
Corporation Counsel

PHONE: (920) 448-4006  
FAX: (920) 448-4003  
EMAIL: [David.Hemery@browncountywi.gov](mailto:David.Hemery@browncountywi.gov)

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

DATE: 09-09-2020  
REQUEST TO: County Board  
MEETING DATE: 09-16-2020  
REQUEST FROM: Dave Hemery, as requested by the Human Services Committee/ Supervisor Kaster  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: **RESOLUTION REDUCING FOOD SERVICE INDUSTRY LICENSE FEES**

**ISSUE/BACKGROUND INFORMATION:**

This Resolution cuts certain food service industry license fees in half during the 2020-2021 season.

**ACTION REQUESTED:**

Consideration and approval.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ *Fiscal Note: This resolution does not require an appropriation from the General Fund. The temporary fee reduction for the 2020-2010 season is projected to be \$278,148.50 and Public Health is projected to have sufficient funds within their existing 2020 budget.*

- Is it currently budgeted? ☒ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
- If yes, in which account? See fiscal note
  - If no, how will the impact be funded?
  - If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

11d

**Land Conservation Subcommittee and Administration Committee**

**No. 11e -- RESOLUTION REQUESTING THAT THE STATE SENATE CONVENE TO ADDRESS 13 “WATER BILLS” PASSED BY THE STATE ASSEMBLY.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, Brown County requests the State Senate to convene in “extraordinary session” to address the 13 “Water Bills” passed in the Assembly earlier this year; and

**WHEREAS**, a clean, plentiful supply of rural drinking water is necessary for the health and well-being of Wisconsinites; and

**WHEREAS**, keeping Wisconsin’s rural drinking water free of pollutants, especially nitrogen and phosphorous, benefits not only citizens but also Wisconsin’s tourism industry as well as rural economic development; and

**WHEREAS**, the 2019 Speaker’s Task Force on Water Quality brought attention to state legislators and the state’s residents, as a whole, the immensity of this problem; and

**WHEREAS**, the Wisconsin Assembly took a step in addressing the problem by passing (most unanimously) 13 “Water Bills” (AB 789 through AB 801) on February 18, 2020; and

**WHEREAS**, the State Senate never had the opportunity to consider these “Water Bills” when its last scheduled session on March 24, 2020 was postponed by the COVID-19 pandemic.

**NOW, THEREFORE, BE IT RESOLVED**, that the Brown County Board of Supervisors hereby resolves to request the State Senate convene in “extraordinary session” to address the 13 “Water Bills” passed in the Assembly earlier this year, and

**BE IT FURTHER RESOLVED** that Brown County Clerk is directed to send a copy of this resolution to all 72 Wisconsin counties, members of the assembly who represent Brown County, all State Senators, the WCA and the WTA.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The mailing cost to carry out this resolution is \$36.59, and is within the existing 2020 Budget.*

Respectfully submitted,

LAND CONSERVATION COMMITTEE

(SPECIAL) ADMINISTRATION  
COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-090R

Authored by: Land and Water Conservation



Approved by: Corporation Counsel's Office

A motion was made by Supervisor Dantine and seconded by Supervisor Chu **"to adopt."**  
Vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION #11E**  
**ON THE FOLLOWING PAGES**

LAND AND WATER CONSERVATION

*Brown County*

2019 TECHNOLOGY WAY, STE. 104  
GREEN BAY, WI 54311

PHONE (920) 391-4620 WEB: [www.browncountywi.gov](http://www.browncountywi.gov)

MIKE MUSHINSKI

COUNTY CONSERVATIONIST

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

DATE: September 2, 2020

REQUEST TO: Land Conservation and SPECIAL Administration Committees, and Co Bd

MEETING DATE: 08-25-2020 (already went to LC), 09-16-2020 and 09-16-2020, respectively

REQUEST FROM: Mike Mushinski, County Conservationist

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION REQUESTING THAT THE STATE SENATE CONVENE TO  
ADDRESS 13 "WATER BILLS" PASSED BY THE STATE ASSEMBLY

**ISSUE/BACKGROUND INFORMATION:**

The State Assembly passed 13 "Water Bills" on February 18, 2020 but due to COVID-19 the State Senate never had the opportunity to consider these bills. This resolution requests the State Senate meet under extraordinary circumstances to address these bills.

**ACTION REQUESTED:**

Request approval of resolution.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$36.59 in mailing cost
2. Is it currently budgeted? ☒ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Potential increase in state funding
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

11e

**Planning, Development & Transportation Committee**

**No. 11f -- RESOLUTION WAIVING PLANNING AND LAND SERVICES PERMIT AND REZONE FEES FOR THE POLISH LEGION OF AMERICAN VETERANS, USA.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, in order to allow veterans a space to enjoy waterfront scenery and to conduct ceremonies, the Polish Legion of American Veterans, USA, Post 186, (PLAV) has proposed rezoning certain wetlands to allow it to add fill next to a canoe and kayak launch on Parcel E-426; and

**WHEREAS**, as part of the project, the PLAV has requested to have the County waive a \$300 Filling/Grading/Excavating Permit fee, and a \$350 Shoreland Map Amendment fee.

**NOW, THEREFORE, BE IT RESOLVED** by the County Board of Supervisors of Brown County, Wisconsin that it hereby authorizes the Brown County Planning and Land Services Department to waive the above mentioned fees as requested.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The cost associated with this resolution are within the PALS existing budget.*

Respectfully submitted,

PLANNING, DEVELOPMENT AND  
TRANSPORTATION COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-095R

Authored by Corporation Counsel

Approved by Corporation Counsel

A motion was made by Supervisor Landwehr and seconded by Supervisor Hopkins **“to adopt.”**  
Vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION #11F**  
**ON THE FOLLOWING PAGES**

PLANNING COMMISSION

Brown County

305 E. WALNUT STREET, ROOM 320  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600  
PHONE (920) 448-6480 FAX (920) 448-4487  
WEBSITE: [www.browncountywi.gov/planning](http://www.browncountywi.gov/planning)



COLE RUNGE  
INTERIM PLANNING DIRECTOR

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: September 9, 2020  
REQUEST TO: County Board of Supervisors  
MEETING DATE: 9/16/2020  
REQUEST FROM: Cole Runge  
Planning and Land Services Department  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION WAIVING PLANNING AND LAND SERVICES PERMIT AND REZONE FEES  
FOR THE POLISH LEGION OF AMERICAN VETERANS, USA

**ISSUE/BACKGROUND INFORMATION:**

Polish Legion of American Veterans, USA, Post 186, (PLAV) has proposed rezoning certain wetlands to allow it to add fill next to a canoe and kayak launch on Parcel E-426 and has requested to have the County waive a \$300 Filling/Grading/Excavating Permit fee, and a \$350 Shoreland Map Amendment fee.

**ACTION REQUESTED:**

Consideration and approval.

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. Is there a fiscal impact? ☒ Yes ☐ No
  - a. If yes, what is the amount of the impact? \$49.06 (Public Notice Fee)
  - b. If part of a bigger project, what is the total amount of the project?
  - c. Is it currently budgeted? ☒ Yes ☐ No
    1. If yes, in which account? 100.066.065.5310 (Advertising and Public Notice)
    2. If no, how will the impact be funded?

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

11f

**No. 11g -- RESOLUTION ESTABLISHING THE BROWN COUNTY ENERGY COMMISSION.**

\*\*An alternate version of the Resolution Establishing the Brown County Energy Commission was submitted to the Board for review.

A motion by substitution was made by Supervisor Suennen and seconded by Supervisor Chu **“to adopt alternate resolution.”**

A motion was made by Supervisor Dantine and seconded by Supervisor Kaster **“to refer back to Planning, Development & Transportation Committee.”** Roll call vote taken.

Board of Sup. Roll Call #		<b>11g</b>							
Motion made by Supervisor: Dantine									
Seconded by Supervisor: Kaster									
Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	
Sieber	1	Aye	Vander Leest	10	Aye	Erickson	19	Nay	Aye 22
De Wane	2	Excused	Buckley	11	Aye	Coenen	20	Aye	Nay 2
Chu	3	Aye	Landwehr	12	Aye	Schultz	21	Aye	Abstain 0
Dorff	4	Aye	Dantine, JR.	13	Aye	Peters	22	Aye	Excused 2
Jacobson	5	Aye	Brusky	14	Excused	Suennen	23	Aye	Total 24
Lefebvre	6	Aye	Murphy	15	Aye	Schadewald	24	Aye	
Friberg	7	Aye	Kaster	16	Aye	Lund	25	Aye	
Borchardt	8	Aye	Van Dyck	17	Aye	Deneys	26	Aye	
Evans	9	Nay	Hopkins	18	Aye				

Motion carried.

**Administration Committee and Human Services Committee**

**No. 11h -- HEALTH & HUMAN SERVICES DEPT. - RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT – COMMUNITY SERVICES DIVISION – SOCIAL WORKER/CASE MANAGERS FOR CLTS UNIT**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, a table of organization request was submitted by the Health & Human Services Department- Community Services Division (“Department”); and

**WHEREAS**, the Department of Health Services (DHS) has mandated that additional clients be taken off the waitlist and provided children’s long-term support services (CLTS), and DHS has provided additional funding for more positions; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department's table of organization: the addition of two (1.0 FTE) Social Worker/Case Manager positions in pay grade I of the Classification and Compensation Plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department's table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the addition of two (1.0 FTE) Social Worker/Case Manager positions in pay grade I of the Classification and Compensation Plan; and

**BE IT FURTHER RESOLVED**, that, should the funding end, said Positions will end and be eliminated from the Department's table of organization.

**Budget Impact:** Health & Human Services Department-Community Services Division

Annual Budget Impact	FTE	Addition/ Deletion	Salary	Fringe	Total
<b>Social Worker/Case Manager</b> \$28.58/hr Position# 254.630.076 Hours: 1,965	1.0	Addition	\$56,160	\$18,062	\$74,222
<b>Social Worker/Case Manager</b> \$28.58/hr Position# 255.630.076 Hours: 1,965	1.0	Addition	\$56,160	\$18,062	\$74,222
<b>State funding from DHS reimbursement</b>					(\$148,444)
<b>Annual Budget Impact</b>					\$0

Partial Budget Impact (8/31/20-12/31/20)	FTE	Addition/ Deletion	Salary	Fringe	Total
<b>Social Worker/Case Manager</b> \$28.58/hr Position# 254.630.076 Hours: 1,965	1.0	Addition	\$18,220	\$5,056	\$23,276
<b>Social Worker/Case Manager</b> \$28.58/hr Position# 255.630.076 Hours: 1,965	1.0	Addition	\$18,220	\$5,056	\$23,276
<b>Computer/Setup Costs</b>					\$5,400
<b>State funding from DHS reimbursement</b>					(\$51,952)
<b>Partial Budget Impact</b>					\$0

*Fiscal Note: This resolution does not require an appropriation from the General Fund. Staffing costs will be offset by state funding from the Department of Health Services.*

Respectfully submitted,

HUMAN SERVICES COMMITTEE

ADMINISTRATION COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-071R

Authored by Health & Human Services

Final Draft Approved by Corporation Counsel's Office

A motion was made by Supervisor Sieber and seconded by Supervisor Borchardt **"to adopt."**  
Vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION #11H**  
**ON THE FOLLOWING PAGES**

HEALTH & HUMAN SERVICES

Brown County

305 E. WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 8-5-20  
REQUEST TO: Human Services, Administration and County Board  
MEETING DATE: 8/26/20, 9/3/20, and 9/16/20, respectively  
REQUEST FROM: Erik Pritzel  
Director

REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT – COMMUNITY SERVICES DIVISION – SOCIAL WORKER/CASE MANAGERS FOR CLTS UNIT

**ISSUE/BACKGROUND INFORMATION:**

The department is requesting changes to the Table of Organization to support the addition of two Children's Long-Term Support (CLTS) Case Manager positions within Health and Human Services. The addition of these positions is necessary to provide services to clients mandated to be served that are coming off a waitlist established by Department of Health Services requirements. This position was not sought earlier as we needed to wait to ascertain what funds are being made available through DHS. There are sufficient monies allocated to Brown County DHHS to offset the costs of the position, the funding being part of administrative costs associated with the program.

**ACTION REQUESTED:**

Add two (1.0 FTE) Social Worker/Case Manager positions

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account?  
If no, how will the impact be funded? State Funding/DHS Reimbursement
  - b. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

11/2/2018

116



**No. 11i -- HEALTH & HUMAN SERVICES DEPT. - RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT - COMMUNITY SERVICES DIVISION – SOCIAL WORKER/CASE MANAGERS FOR CPS UNIT.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, a table of organization request was submitted by the Health & Human Services Department- Community Services Division (“Department”); and

**WHEREAS**, the Department currently has two (0.50) FTE Social Worker/Case Manager positions in their table of organization; and

**WHEREAS**, it has been challenging to fill these roles, as well as to train and onboard individuals into this complex role, on a part-time basis; and

**WHEREAS**, Human Resources, in conjunction with the Department, recommends the following changes to the Department’s table of organization: the deletion of two (0.50 FTE) Social Worker/Case Manager positions in pay grade I of the Classification and Compensation Plan, and the addition of one (1.0 FTE) Social Worker/Case Manager position in pay grade I of the Classification and Compensation plan.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors that the following changes to the Department’s table of organization, as described above and below in the Budget Impact section of this resolution, are hereby approved: the deletion of two (0.50 FTE) Social Worker/Case Manager positions in pay grade I of the Classification and Compensation Plan, and the addition of one (1.0 FTE) Social Worker/Case Manager position in pay grade I of the Classification and Compensation plan.

**Budget Impact:** Health & Human Services Department - Community Services Division

<b>2021 Annual Budget Impact</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Social Worker/Case Manager</b> \$30.53/hr Position# 201.630.076 Hours: 975	0.5	Deletion	\$29,767	\$18,427	(\$48,194)
<b>Social Worker/Case Manager</b> \$25.36/hr Position# 205.630.076 Hours: 978.75	0.5	Deletion	\$24,821	\$6,595	(\$31,416)
<b>Social Worker/Case Manager</b> \$28.58/hr Position# 205.630.076 Hours: 1,957.5	1.0	Addition	\$55,945	\$22,580	\$78,525
<b>Annual Budget Impact</b>					(\$1,085)

<b>Partial Budget Impact (8/23/20-12/31/20)</b>	<b>FTE</b>	<b>Addition/ Deletion</b>	<b>Salary</b>	<b>Fringe</b>	<b>Total</b>
<b>Social Worker/Case Manager</b> \$29.91/hr Position# 201.630.076 Hours: 975	0.5	Deletion	(\$10,095)	(\$1,575)	(\$11,670)
<b>Social Worker/Case Manager</b> \$24.85/hr Position# 205.630.076 Hours: 975	0.5	Deletion	(\$8,387)	(\$2,458)	(\$10,845)
<b>Social Worker/Case Manager</b> \$28.58/hr Position# 205.630.076 Hours: 975	1.0	Addition	\$19,366	\$8,024	\$27,390
<b>Reduction in CPS Travel/Training Budget in 2020</b>					(\$4,875)
<b>Annual Budget Impact</b>					\$0

*Fiscal Note: This resolution does not require an appropriation from the General Fund. Additional 2020 staffing costs will be offset by a reduction in CPS Travel/Training budget.*

Respectfully submitted,

HUMAN SERVICES COMMITTEE  
ADMINISTRATION COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-075R

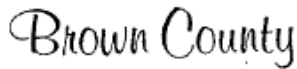
Authored by Health & Human Services

Final Draft Approved by Corporation Counsel's Office

A motion was made by Supervisor Hopkins and seconded by Supervisor Peters **“to adopt.”**  
Vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION #111**  
**ON THE FOLLOWING PAGES**

HEALTH & HUMAN SERVICES



305 E. WALNUT STREET  
P.O. BOX 23800  
GREEN BAY, WI 54305-3600

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

**DATE:** 8-6-20  
**REQUEST TO:** Human Services, Administration and County Board  
**MEETING DATE:** 8/26, 9/3, 9/16, Respectively  
**REQUEST FROM:** Erik Pritzl  
Director

**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE:** RESOLUTION REGARDING TABLE OF ORGANIZATION CHANGE FOR THE HEALTH AND HUMAN SERVICES DEPARTMENT – COMMUNITY SERVICES DIVISION – SOCIAL WORKER/CASE MANAGERS FOR CPS UNIT

**ISSUE/BACKGROUND INFORMATION:**

Child Protective Services has two part time Initial Assessment positions. For the past 2 years it has been difficult filling these positions. It is also been challenging to properly onboard and train an employee in this complex field on a part time basis. It is both inefficient and has proven to be impractical.

**ACTION REQUESTED:**

Delete two (0.50 FTE) Social Worker/Case Manager positions; add one (1.0 FTE) Social Worker/Case Manager position

**FISCAL IMPACT:**

**NOTE:** *This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

1. What is the amount of the fiscal impact? \$0
2. Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)
  - a. If yes, in which account?  
If no, how will the impact be funded? State Funding/DHS Reimbursement
  - b. If funding is from an external source, is it one-time ☐ or continuous? ☒
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

12/3/2018

111

## Administration Committee

### No. 11j -- ORDINANCE TO AMEND CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES REGARDING SPECIAL MEETINGS.

THE BROWN COUNTY BOARD OF SUPERVISORS DOES ORDAIN AS FOLLOWS:

**Section 1** - Sections 2.13(1) (c) and (f) of Chapter 2 of the Brown County Code of Ordinances are hereby amended as follows:

#### **2.13 MEETINGS, AGENDAS.**

(c) A special meeting of the Board shall be held upon a written request of a majority of the Supervisors delivered to the County Clerk ~~specifying the time and place of the meeting.~~ The written request may be physically or electronically signed, may be physically or electronically delivered via an official county issued Supervisor email, and Supervisors may individually submit such written requests, as opposed to needing to have all Supervisor signatures on one document. Upon delivery of the request, the County Clerk shall immediately notify the Board Chair of the request for a special meeting. Upon Notification from the County Clerk, the Board Chair shall be required to call a special meeting of the Board as soon as reasonably practical but in no event shall the meeting be scheduled for a date that is ~~The time shall not be less than 48 hours nor more than 5 business days from the delivery of the request, unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of the Board to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the Supervisors delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:~~

- ~~1. Endangerment to the health or welfare of any person or group.~~
- ~~2. Litigation requiring consideration.~~
- ~~3. An emergency as determined by the County Board Chair.~~
- ~~4. Bonding matters~~

(f) A special meeting of any Brown County committee or commission shall be held upon the written request of a majority of the members of that committee or commission or County Board Chair delivered to the County Clerk ~~specifying the time and place of the meeting.~~ The written request may be physically or electronically signed, may be physically or electronically delivered via an official county issued Supervisor email, and Supervisors may individually submit such written requests, as opposed to needing to have all Supervisor signatures on one document. Upon delivery of the request, the County Clerk shall immediately notify the committee or commission Chair of the request for a special meeting. Upon Notification from the County Clerk, the committee or commission Chair shall be required to call a special meeting of the committee or commission as soon as reasonably practical but in no event shall the meeting be scheduled for a date that is ~~The time shall not be less than 48 hours nor more than 5 business days from~~

~~the delivery of the request, unless the matter to be considered is substantial legislation as hereinafter defined. A special meeting of any Brown County committee or commission to consider substantial legislation shall be held only upon a written request of a two-thirds majority of the members of that committee or commission or County Board Chair delivered to the County Clerk specifying the time and place of the meeting. The time shall not be less than 5 business days from the delivery of the request. For purposes of this paragraph, substantial legislation shall mean any legislation which includes a financial transaction greater than \$10,000.00, or a change in the County Code of Ordinances. Substantial transactions shall not include, however, matters which involve any of the following reasons:~~

- ~~1. Endangerment to the health or welfare of any person or group.~~
- ~~2. Litigation requiring consideration.~~
- ~~3. An emergency as determined by the County Board.~~
- ~~4. Bonding matters.~~

**Section 2** - This ordinance shall become effective upon passage and publication.

*Fiscal Note: This amendment does not require an appropriation from the General Fund. However, if the streamlined process to request special meetings results in more special meetings being held, then there would be additional costs.*

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By:

/s/ Troy Streckenbach                      09/16/2020  
COUNTY EXECUTIVE                      (Date)

/s/ Sandra L. Juno                      09/21/2020  
COUNTY CLERK                      (Date)

/s/ Patrick Buckley                      09/18/2020  
COUNTY BOARD CHAIR                      (Date)

20-0580

Authored by: Dave Hemery at the request of the Administration Committee/Supervisor Van Dyck

Approved by: Corporation Counsel

A motion was made by Supervisor Van Dyck and seconded by Supervisor Schadewald “**to adopt.**” Vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO ORDINANCE #11J**  
**ON THE FOLLOWING PAGES**

CORPORATION COUNSEL

*Brown County*

305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



**David P. Hemery**  
Corporation Counsel

PHONE: (920) 448-4006  
FAX: (920) 448-4003  
EMAIL: [David.Hemery@browncountywi.gov](mailto:David.Hemery@browncountywi.gov)

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

DATE: 09-03-2020  
REQUEST TO: Administration Committee  
MEETING DATE: 09-10-2020  
REQUEST FROM: Dave Hemery, as requested by the Administration Committee/ Supervisor VanDyck  
REQUEST TYPE: ☐ New resolution ☐ Revision to resolution  
☐ New ordinance ☒ Revision to ordinance

**TITLE: ORDINANCE TO AMEND CHAPTER 2 OF THE BROWN COUNTY CODE OF ORDINANCES REGARDING SPECIAL MEETINGS**

**ISSUE/BACKGROUND INFORMATION:**

This ordinance amendment clarifies and streamlines the process for Supervisors to request a special meeting.

**ACTION REQUESTED:**

Consideration and approval.

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

What is the amount of the fiscal impact? \$ Fiscal Note (from County Board Office Internal Auditor Dan Process):  
This amendment does not require an appropriation from the General Fund. However, if the streamlined process to request special meetings results in more special meetings being held, then there would be additional costs.

- Is it currently budgeted? ☒ Yes ☐ No ☐ N/A (if \$0 fiscal impact)
- If yes, in which account? \_\_\_\_\_
  - If no, how will the impact be funded? General Fund
  - If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

115

**No. 11k -- RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY \$7,495,000  
GENERAL OBLIGATION REFUNDING BONDS, SERIES 2020.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, Brown County, Wisconsin (the "County") is in need of approximately \$7,495,000 for the public purpose of refunding obligations of the County, including interest on them, specifically, the County's General Obligation Corporate Purpose Bonds, Series 2011A, dated May 1, 2011; and

**WHEREAS**, it is desirable to borrow said funds through the issuance of general obligation refunding bonds pursuant to Section 67.04, Wis. Stats.;

**NOW, THEREFORE, BE IT RESOLVED** by the County Board of Supervisors of Brown County, Wisconsin that:

Section 1. The Bonds. The County shall issue approximately \$7,495,000 in principal amount of its General Obligation Refunding Bonds, Series 2020 (the "Bonds") for the purpose above specified.

Section 2. Sale of the Bonds. The County Board of Supervisors hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the County Board of Supervisors shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The County Clerk, in consultation with PMA Securities, LLC ("PMA"), is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the County Clerk may determine and to cause copies of a complete, official Notice of Sale and other pertinent data to be forwarded to interested bidders as the County Clerk may determine.

Section 4. Official Statement. The County Clerk shall cause an Official Statement concerning this issue to be prepared by PMA. The appropriate County officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Statement, such certification to constitute full authorization of such Statement under this resolution.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. The refunding is expected to save approximately \$1,365,473 in interest and debt service costs.*

Respectfully submitted,

ADMINISTRATION COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-094R

Authored by Corporation Counsel

Approved by Corporation Counsel

A motion was made by Supervisor Lund and seconded by Supervisor Vander Leest **“to adopt.”**  
Roll call vote taken.

Board of Sup. Roll Call #		11k							
Motion made by Supervisor: Lund									
Seconded by Supervisor: Vander Leest									
Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	
Sieber	1	Aye	Vander Leest	10	Aye	Erickson	19	Aye	Aye 24
De Wane	2	Excused	Buckley	11	Aye	Coenen	20	Aye	Nay 0
Chu	3	Aye	Landwehr	12	Aye	Schultz	21	Aye	Abstain 0
Dorff	4	Aye	Dantinne, JR.	13	Aye	Peters	22	Aye	Excused 2
Jacobson	5	Aye	Brusky	14	Excused	Suennen	23	Aye	Total 24
Lefebvre	6	Aye	Murphy	15	Aye	Schadewald	24	Aye	
Friberg	7	Aye	Kaster	16	Aye	Lund	25	Aye	
Borchardt	8	Aye	Van Dyck	17	Aye	Deney	26	Aye	
Evans	9	Aye	Hopkins	18	Aye				

Motion Carried.

**ATTACHMENTS TO RESOLUTION #11K**  
**ON THE FOLLOWING PAGES**



CORPORATION COUNSEL

*Brown County*

305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



PHONE: (920) 448-4006  
FAX: (920) 448-4003  
EMAIL: [David.Hemery@browncountywi.gov](mailto:David.Hemery@browncountywi.gov)

David P. Hemery  
Corporation Counsel

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09-09-2020  
REQUEST TO: Administration Committee  
MEETING DATE: 09-10-2020  
REQUEST FROM: Dave Hemery, Corp Counsel  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

TITLE: RESOLUTION PROVIDING FOR THE SALE OF APPROXIMATELY  
\$7,495,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2020

**ISSUE/BACKGROUND INFORMATION:**

This Resolution allows for the refunding (a/k/a refinancing at a lower interest rate) of bonds that we currently hold.

**ACTION REQUESTED:**

Consideration and approval.

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by the requestor, but verified by the DOA and updated if necessary.*

What is the amount of the fiscal impact? *\$ Fiscal Note: This resolution does not require an appropriation from the General Fund. The refunding is expected to save approximately \$1,365,473 in interest and debt service costs.*

Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)

- a. If yes, in which account? \_\_\_\_\_
- b. If no, how will the impact be funded? General Fund
- c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

11K

**Executive Committee**

**No. 11I -- RESOLUTION AUTHORIZING ONE-YEAR EXTENSION OF AUDITING SERVICES CONTRACT.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, pursuant to Wisconsin Statutes and Administrative Rules, counties such as Brown County (the County), with populations in excess of 25,000, must submit audited financial statements by July 31 of each year; and

**WHEREAS**, in 2017, the County entered into a Professional Services Standard Contract (the Contract) with Clifton Larson Allen, f/k/a SCHENCK, SC, to provide Auditing Services to the County for three (3) years, with options to renew the Contract for up to an additional two (2) years, in one (1) year increments, for a cost of \$83,600 and \$84,900, respectively; and

**WHEREAS**, it is beneficial for the County to exercise the first one-year extension option.

**NOW, THEREFORE, BE IT RESOLVED** by the Brown County Board of Supervisors, that it hereby authorizes the County and its Officers and Agents to take any and all actions necessary to extend the Contract for Auditing Services with CLA for one (1) year, at a projected cost of \$83,600.

*Fiscal Note: This Resolution does not require an appropriation from the general fund. The funding is included in the 2021 proposed budget.*

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-087R

Authored by: Dan Process, Auditor

Approved by: Corporation Counsel

A motion was made by Supervisor Peters and seconded by Supervisor Coenen **“to adopt.”**  
Vote taken. Motion carried unanimously with no abstentions.

**ATTACHMENTS TO RESOLUTION #11L**  
**ON THE FOLLOWING PAGES**

**BOARD OF SUPERVISORS**

*Brown County*

305 E. WALNUT STREET  
P. O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600

**RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD**

**DATE:** September 1, 2020  
**REQUEST TO:** Executive Committee and County Board of Supervisors  
**MEETING DATE:** 09/09/20 and 09/16/20, respectively  
**REQUEST FROM:** Dan Process  
Internal Auditor  
**REQUEST TYPE:** ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance  
**TITLE:** RESOLUTION AUTHORIZING ONE-YEAR EXTENSION OF AUDITING SERVICES  
CONTRACT

**ISSUE/BACKGROUND INFORMATION:**

In 2017, the County entered into a contract with Clifton Larson Allen (CLA) to provide Auditing Services to the County for three (3) years, with options to renew the contract for up to an additional two (2) years, in one (1) year increments, for a cost of \$83,600 and \$84,900, respectively. On November 11, 2020, said contract expires. This resolution would extend the contract through November 11, 2021.

**ACTION REQUESTED:**

To approve

**FISCAL IMPACT:**

**NOTE:** This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.

1. What is the amount of the fiscal impact? \$83,600
2. Is it currently budgeted? ☐ Yes ☒ No ☐ N/A (if \$0 fiscal impact)
  - a. If yes, in which account? \_\_\_\_\_
  - b. If no, how will the impact be funded? Included in the 2021 Proposed Budget
  - c. If funding is from an external source, is it one-time ☐ or continuous? ☐
3. Please provide supporting documentation of fiscal impact determination.

☒ **COPY OF RESOLUTION OR ORDINANCE IS ATTACHED**

11L



**BROWN COUNTY PROFESSIONAL  
STANDARD CONTRACT**

All posted project details and addendums shall be considered to be part of this contract.

<b>Project #:</b>	2159
<b>Service Description:</b>	Auditing Services
<b>Time of Performance:</b>	Contract effective November 12, 2017 thru November 11, 2020 with the option of two (2) additional one (1) year renewals. Schenck SC is expected to adhere to the work plan & timeline submitted with their proposal (copy attached to this contract).
<b>Total Amount of Contract:</b>	Maximum Compensation not to Exceed: See Attachment C Audit Year 2017 - \$80,000.00 Audit Year 2018 - \$81,200.00 Audit Year 2019 - \$82,400.00 Audit Year 2020 - \$83,600.00 Audit Year 2021 - \$84,900.00

Please mail all invoices to the below address and reference Project number and/or Purchase Order number:

<b>Performance, schedules and invoices will be approved by the following Brown County Contact:</b>	
<b>Brown County Department:</b>	County Board Office
<b>Address:</b>	305 E. Walnut St.
<b>City, State Zip:</b>	Green Bay, WI 54301
<b>Phone:</b>	(920) 448-4014
<b>Email:</b>	process_dj@co.brown.wi.us

This Brown County Professional Services Standard Contract ("Contract") is made and entered into on this 3rd day of October, 2017 by and between Schenck SC( the "CONTRACTOR"), and Brown County, a body corporate organized under the Laws of Wisconsin ( the "COUNTY") (Collectively referred to as the "parties" or in the singular as the "party").

**WITNESSETH:**

WHEREAS, the COUNTY, a governmental entity organized and existing as a body corporate pursuant to Wis. Stat. § 59.01, is in the business of providing certain governmental services to the COUNTY and its citizens;

WHEREAS, the CONTRACTOR, is in the business of providing said services and has made express and implied representations to the COUNTY of being capable, experienced and qualified to undertake and personally perform those services as are required in fulfilling all obligations under the terms and conditions of this Contract; and

WHEREAS, relying upon the CONTRACTOR'S above-referenced express and implied representations, the COUNTY now desires to engage and the CONTRACTOR now desires to be engaged as an independent contractor and not as an employee of the COUNTY to perform said services, all in accordance with the terms and conditions of this Contract.

Work shall commence in accordance with the terms and conditions of this Contract after the CONTRACTOR has executed the Contract, and either: (a) has been notified in writing to commence the Performance of Services; or (b) has received from the COUNTY an original of the Contract that is complete and fully executed.

NOW THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the COUNTY and the CONTRACTOR agree as follows:

1. **REQUIREMENTS:** The CONTRACTOR hereby agrees to be retained by the COUNTY and the COUNTY hereby agrees to retain the CONTRACTOR to perform the services in accordance with the terms and conditions of this Contract, which includes, but is not limited to:
  - A. that the CONTRACTOR is required to do, perform, and carry out in a satisfactory, timely, and proper manner the services delineated in this Contract;
  - B. that the CONTRACTOR is required to comply with requirements listed with respect to reporting on progress of the services, additional approvals required, and other matters relating to the performance of the services under this Contract; and
  - C. that the CONTRACTOR is required to comply with time schedules and payment terms.
2. **SCOPE OF SERVICES:** The CONTRACTOR and its subcontractors, to the same extent as the CONTRACTOR, agree to fulfill its obligations described in the Project Detail Scope of Work, Specifications / Drawings (hereinafter referred to as the "Project"), as well as the addenda attached thereto, copies of both which are attached hereto and incorporated herein by reference.

The total amount of the Contract includes all services, deliverables, and reimbursable expenses as included in attachments. Additional reimbursable fees will not be accepted.

3. **SPECIFIC CONDITIONS OF PAYMENT:** Payment to be due and owed following completion and acceptance of the Project by the COUNTY. Payment will be made within thirty (30) days after receipt of a properly documented invoice, the manner of which is more fully set forth below under "Payment Schedule", but only if completion is deemed satisfactory by the COUNTY.

<b>Payment Terms:</b>	Net 30
<b>Check Payable To:</b>	Schenck SC
<b>Invoice Mailing Address:</b>	2200 Riverside Drive
<b>City, State Zip</b>	Green Bay, WI 54305
<b>Invoice Email Address:</b>	<a href="mailto:David.maccoux@schencksc.com">David.maccoux@schencksc.com</a>
<b>Invoice Phone Number:</b>	(920) 436-7800
<b>Federal Tax ID#:</b>	39-1173131

4. **REPORTS:**

- A. The CONTRACTOR agrees to timely submission of reports as may be required by the COUNTY in its sole discretion.
- B. All reports, studies, analyses, memoranda and related data and material developed during the performance of this Contract shall be submitted to and be the exclusive property of the COUNTY and the COUNTY shall have the right to use them for any purpose without any further compensation to the CONTRACTOR. All of the documents and materials



prepared or assembled by the CONTRACTOR under this Contract will not be made available to any individual, agency, public body or organization other than the COUNTY unless legally required otherwise, at which point the CONTRACTOR is obligated to notify the COUNTY of the same in advance thereof.

- C. The documents and materials prepared in whole or in part under this Contract shall not be made the subject of any report, book, writing or oral dissertation by the CONTRACTOR. If this Contract is terminated, all finished or unfinished documents or materials prepared under this Contract shall be immediately transmitted to the COUNTY upon termination.
5. **TIME OF PERFORMANCE:** The services to be performed under this Contract are to be undertaken and completed in such sequence as to assure expeditious completion in light of the purpose of this Contract, but in any event all of the services required hereunder shall be completed in a timely fashion and as indicated on the top of Page 1 of this Contract under "Time of Performance," which is the termination date of this Contract. In addition to all other remedies available to the COUNTY, should the Contract not be completed by the date specified herein, the CONTRACTOR shall continue to be obligated thereafter to fulfill CONTRACTOR'S responsibility to complete the services and to execute any amendments to this Contract as deemed necessary by the COUNTY.
6. **CONDITIONS OF PERFORMANCE AND COMPENSATION:**
- A. **Performance** - The CONTRACTOR agrees that its work shall conform to such recognized high professional standards as are prevalent in this field of endeavor and like services.
- B. **Place of Performance** - The COUNTY shall determine the place or places where services shall be provided by the CONTRACTOR.
- C. **Compensation** - The COUNTY agrees to pay, subject to the contingencies herein, and the CONTRACTOR agrees to accept for the satisfactory performance of the services under this Contract, the maximum as indicated on the top of Page 1 of this Contract under "Total Amount of Contract," inclusive of all expenses. In no event will the total compensation exceed the maximum amount indicated on the top of Page 1 of this Contract. Compensation for services provided under this Contract is contingent upon the approval process set forth in Section 3 "Specific Conditions of Payment" of this Contract under "Specific Conditions of Payment." Section 66.0135, Wis. Stats., will apply to any late payments by the COUNTY, except as provided for by Section 21 "Force Majeure" of this Contract.
- D. **Taxes, Social Security and Government Reporting** - Personal income tax payments, social security contributions and all other governmental reporting, taxes and contributions as a consequence of the CONTRACTOR receiving payment under this Contract shall be the sole responsibility of the CONTRACTOR.
- E. **Subcontracting** - The CONTRACTOR shall not subcontract for the performance of any of the services set forth herein without prior written approval obtained from the COUNTY. If any work or service is subcontracted, it shall be specified by written contract or agreement and shall be subject to, and controlled by, each provision of this Contract. The CONTRACTOR shall be as fully responsible to the COUNTY for the acts and omissions of its subcontractors and/or persons either directly or indirectly employed by it, as he is for the acts and omissions of persons directly employed by CONTRACTOR.
7. **INDEMNIFICATION AND DEFENSE OF SUITS:** The CONTRACTOR agrees to release, indemnify, defend, and hold harmless the COUNTY, its officials, officers, employees, agents and assigns from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by CONTRACTOR, its officers, officials, employees, agents or assigns. The COUNTY does not waive, and specifically reserves, its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.
8. **REGULATIONS:** CONTRACTOR agrees to comply with all of the requirements of all federal, state and local laws related thereto.
9. **SAFETY REQUIREMENTS:** All material, equipment and supplies used or provided to the COUNTY must comply with all safety requirements as set forth by the federal, state and local laws, including but not limited to, the Wisconsin Administration Code, Rules of the Industrial Commission on Safety and all applicable OSHA standards.



**10. VENUE AND APPLICABLE LAW:** Any lawsuits related to or arising out of disputes under this Contract shall be commenced and tried in the Circuit Court of Brown County, Wisconsin and the COUNTY and CONTRACTOR shall submit to the jurisdiction of the Circuit Court for such lawsuits. In all respects, this Contract and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

**11. TERMINATION OF CONTRACT FOR CAUSE:** If through any cause, the CONTRACTOR shall fail to fulfill in a timely and proper manner its obligations under this Contract, or if the CONTRACTOR violates the covenants, agreements or stipulations of this Contract, the COUNTY shall have the right to terminate this Contract by giving written notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of such termination. The written notice shall be provided to the CONTRACTOR at least five (5) days before the effective date of such termination. The COUNTY, in its sole discretion, may allow the CONTRACTOR a reasonable amount of time to cure a breach of the terms of this Contract, if the COUNTY determines that the breach is amenable to a cure. The COUNTY shall not unreasonably withhold such permission. The COUNTY'S decision to allow the CONTRACTOR a reasonable amount of time to cure said breach in one instance does not constitute a waiver of a subsequent breach of the same or any other term of this Contract, nor shall it be deemed to waive the need for further consent or approval from the COUNTY to cure any subsequent breaches, regardless of their nature.

This contract may be terminated by either party for no reason by giving twenty (20) days written notice to the other party of said termination.

In the event that this Contract is terminated for any reason by either party, all finished and unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports or other materials related to the services prepared by the CONTRACTOR under this Contract shall, at the option of the COUNTY, become the property of the COUNTY.

Notwithstanding the above, the CONTRACTOR shall not be relieved of liability to the COUNTY for damages sustained by the COUNTY by virtue of any breach of this Contract by the CONTRACTOR, and the COUNTY may withhold any payments due the CONTRACTOR for the purpose of set off until such time as the exact amount of damages due to the COUNTY from the CONTRACTOR shall be determined and recovered.

**12. CHANGES:** All changes that are mutually agreed upon by and between the COUNTY and the CONTRACTOR, including any increase or decrease in the amount of the CONTRACTOR'S compensation, shall be in writing and designated as written amendments to be attached to this Contract.

**13. WAIVER:** No provision of this Contract may be waived, unless the waiver is made in writing and is signed by a duly authorized representative of each party. One or more waivers by any party of any term of this Contract will not be construed as a waiver of a subsequent breach of the same or any other term hereof. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent act by such party.

**14. PERSONNEL:**

A. The CONTRACTOR represents that it has or will secure, at its own expense, all personnel required in performing the services under this Contract. Such personnel shall under no circumstances be deemed employees of or have any contractual relationship with the COUNTY.

B. All of the services required hereunder will be performed by the CONTRACTOR or under its supervision and all personnel engaged in the work shall be fully qualified and shall be authorized or permitted under state and local law to perform such services.

**15. ASSIGNMENT:** The CONTRACTOR shall not assign or transfer this Contract and shall not transfer any interest in it without the prior written consent of the COUNTY. Claims for money due or to become due to the CONTRACTOR from the COUNTY under this Contract may be assigned to a bank, trust company or other financial institution without COUNTY approval; however, notices of any such assignment or transfer shall be furnished promptly to the COUNTY.

A. **Records:** Establishment and Maintenance of Records - Records shall be maintained by the CONTRACTOR with respect to all matters covered by this Contract. The records shall be maintained for a period of three (3) years after receipt of

final payment under this Contract, except as otherwise authorized or required by law. CONTRACTOR will notify COUNTY prior to destroying document(s) and offer the right of refusal.

- B. Documentation of Cost** - All costs of the CONTRACTOR shall be supported by properly executed payrolls, time records, invoices, contracts or vouchers, or other official documentation evidencing in proper detail the nature and propriety of other accounting documents pertaining in whole or in part to this Contract, shall be clearly identified, readily accessible and shall be retained in accordance with the laws of the State of Wisconsin.

- 16. AUDITS AND INSPECTIONS:** In the event that the COUNTY deems it necessary to conduct an audit or inspection, the CONTRACTOR shall, during normal business hours, furnish or make available at a time designated by the COUNTY and in the form required by the COUNTY, information, records and reports regarding powers, duties, activities, organization, property, financial transactions, method of operation, or any and all other records, reports or information in the CONTRACTOR'S custody or control as deemed pertinent by the COUNTY to this Contract.

The CONTRACTOR shall provide to the COUNTY'S inspectors or auditors access to all property, equipment and facilities in the CONTRACTOR'S custody or control as the inspectors or auditors deem related to the services provided or purchased under this Contract. The CONTRACTOR shall be expected to provide, at the CONTRACTOR'S expense, reasonable time by the CONTRACTOR'S personnel as may be required for the COUNTY'S inspectors or auditors to perform the inspection or audit.

Any information provided to the COUNTY'S inspectors or auditors which is deemed confidential by federal, state or local laws shall be held as confidential and not disclosed to the public unless legally required otherwise.

- 17. NON-DISCLOSURE:** For the purposes of this Contract, the parties agree to the following definitions.

**Disclosure** - The term "Disclosure" shall refer to the party or parties in a position to disclose to the other certain Sensitive and/or Confidential Information which is or must remain the property of the disclosing party.

**Recipient** - The term "Recipient" shall refer to the party or parties in a position to receive certain Sensitive and/or Confidential Information from the disclosing party that is not to be disclosed or used in violation hereof.

**Sensitive and/or Confidential Information** - The term "Confidential Information" as used herein means: (1) any Trade Secret of Discloser as defined in the Uniform Trade Secrets Act, Sec. 134.90, Wis. Stats. or any other applicable state or federal trade secrets law; and (2) any non-public information, documentation, and/or devices disclosed or made available by Discloser to Recipient in any form including, but not limited to, all data or know-how either created by Discloser or for Discloser, any information conveyed to Discloser by a third party to which Discloser is bound by a confidentiality agreement not to disclose, the whole or any portion of any technical, scientific, laboratory, experimental or research data, research and development information, information concerning equipment, designs, processes, procedures, formulae, recipes, improvements, customer lists, records, or engineering drawings, documentation and information about products, sales information, formulae, recipes, manufacturing techniques, processes, design of software or hardware, applications or systems, used or developed by Discloser, source codes, other information relating to computer programming, and any information used for the conduct of Discloser's business including, but not limited to, plans, programs, marketing, advertising, sales strategies, policies, costs, pricing, and other financial information.

Sensitive and/or Confidential Information shall also include but shall not be limited to:

- Confidential Information (business or personal) including copyrighted, trademarked or patented information;
- Electronic protected health information (ePHI) protected by Federal HIPAA legislation;
- Intellectual Property (IP);
- Credit card data regulated by the Payment Card Industry (PCI);
- Personal Identity Information (PII);
- Information relating to an ongoing criminal investigation;
- Court-ordered settlement agreements requiring non-disclosure;
- Information specifically identified by this Contract as restricted;
- Other information for which the degree of adverse effect that may result from unauthorized access or disclosure is high; whether in writing or not, which the Discloser discloses to Recipient, including, but not limited to, any information relating to the policies, procedures and administration of the Discloser, its affiliates' or customers' ongoing operations, and personnel. It is the intention of the parties in defining Sensitive and/or Confidential Information that any and all information which in any way relates to Discloser's operations, no matter what the nature thereof, which was disclosed by Discloser or which is developed by either party as part of their services in

carrying out the Contract performance reference herein shall be and remain confidential pursuant to this Contract. This includes but is not limited to:

- o Applications for services
- o Account numbers or balances
- o Payment histories
- o Identity of customers
- o Social Security numbers
- o Credit reports or histories
- o Any other financial information regarding Brown County or its customers
- o The terms of this Contract
- o HIPAA-related information

Sensitive and/or Confidential Information for purposes of this Contract does not include information that:

- Can be demonstrated to have been published or was otherwise in the public domain before disclosure by Discloser to Recipient;
- Can be demonstrated that, after its disclosure by Discloser to Recipient, is published, or otherwise comes into the public domain through no act or omission by Recipient, by a third party who has a legal right to do so;
- Recipient receives or has received from a third party who as a legal right to disclose it;
- Recipient has in written or physical embodiment form prior to disclosure by Discloser;
- Is independently developed by Recipient without reference to or reliance on Discloser's Sensitive and/or Confidential Information as evidenced by credible written evidence; and
- Becomes subject to the open records mandates of both federal and state law, including but not limited to, Wis. Stats. §§ 19.31 – 19.37.

**A. Acknowledgment of Confidential Relationship** - The COUNTY is required to ensure the confidentiality of any Sensitive and/or Confidential Information that the CONTRACTOR may have access to or become privy to under the state and federal laws including, but not limited to, HIPAA and the Wisconsin Privacy of Consumer Financial and Health Information, Wis. Administrative Code Ch. INS 25. The CONTRACTOR hereby acknowledges and agrees that any Sensitive and/or Confidential Information disclosed to it by the COUNTY is for the limited purpose of providing services and the CONTRACTOR will maintain the Confidential Information in confidence, and a confidential relationship will arise between the CONTRACTOR and the COUNTY by reason of such submission and/or disclosure. The CONTRACTOR further acknowledges and agrees that the Sensitive and/or Confidential Information of the COUNTY is proprietary to the COUNTY and that any unauthorized disclosure or unauthorized use as more fully set forth herein will cause harm and/or loss to the COUNTY.

**B. Use and Disclosure of Sensitive and/or Confidential Information** - The CONTRACTOR agrees neither to copy, sell, transfer, publish, disclose, display or otherwise use for its own benefit, nor to disclose to third parties, any Sensitive and/or Confidential Information whether from observation, from any materials submitted or from disclosures by the COUNTY hereunder. The CONTRACTOR further agrees neither to make nor retain any copies of nor directly or indirectly use any process or other proprietary information disclosed to it or any process deceptively similar thereto without the COUNTY'S prior written approval, which the COUNTY may withhold in its sole discretion. In no event shall either party use Sensitive and/or Confidential Information in a way, which violates local, state or federal laws. The duty to protect Sensitive and/or Confidential Information shall survive the termination of this Contract and shall be subject to the open records provisions of both state and federal law.

The CONTRACTOR shall instruct its employees, agents and contractors of their obligations under this Contract and instruct them to use the same care and discretion with respect to the Sensitive and/or Confidential Information as the CONTRACTOR is obligated to use and to not circumvent any security procedures or devices with respect to Sensitive and/or Confidential Information.

**C. Title remains with the COUNTY** - All innovations, inventions, devices, processes and/or formulas developed by the CONTRACTOR for the COUNTY shall be deemed to be the sole property of the COUNTY. The CONTRACTOR agrees to disclose in writing to the COUNTY any and all formulas, ingredient specifications and descriptions, processing methods, items, ideas or concepts which are directly related to work performed by the CONTRACTOR on behalf of the COUNTY which constitute innovations or inventions developed by the CONTRACTOR either solely or jointly in connection with work performed by the CONTRACTOR at the request of or under any assignment by the COUNTY. The CONTRACTOR also agrees to assign to the COUNTY any and all interest it may have in such inventions or innovations.

- D. Indemnification by the CONTRACTOR** - The CONTRACTOR agrees to take precautions to avoid wrongful disclosures or use of Confidential Information and will defend, hold harmless and indemnify the COUNTY, its officers, employees, agents and assigns from all losses, liabilities, expenses, claims, actions, damages, suits, fines and costs including reasonable attorney's fees or liability arising from or in connection with such unauthorized use or disclosure. In addition, the CONTRACTOR acknowledges that in the event of a breach or threatened breach of this Contract, irreparable damage will immediately occur to the COUNTY and CONTRACTOR will defend and indemnify the COUNTY, its officers, employees, agents and assigns from all losses, liabilities, claims, actions, damages, suits, fines, costs and expenses, including reasonable attorney's fees, incurred by the COUNTY as a result thereof.
- E. Duty of Inquire** - If either party has a question concerning whether information qualifies as Sensitive and/or Confidential Information under this Contract, each shall have a duty to inquire whether the information is deemed sensitive and/or confidential before taking any action contrary to this Contract.

For COUNTY inquire to:

<b>County Department:</b>	Corporation Counsel
<b>Mailing Address:</b>	305 E Walnut Street, PO Box 23600
<b>City, State Zip:</b>	Green Bay, WI 54305-3600
<b>Email:</b>	<a href="mailto:BC_Corporation_Counsel@co.brown.wi.us">BC_Corporation_Counsel@co.brown.wi.us</a>
<b>Phone:</b>	(920) 448-4006

For CONTRACTOR inquire to:

<b>Contractor:</b>	Schenck SC
<b>Mailing Address:</b>	2200 Riverside Drive
<b>City, State Zip:</b>	Green Bay, WI 54305
<b>Email:</b>	<a href="mailto:David.maccoux@schencksc.com">David.maccoux@schencksc.com</a>
<b>Phone:</b>	(920) 436-7800

- F. Duty to Safeguard** - Each party shall take all reasonable steps to safeguard any and all Sensitive and/or Confidential Information in their possession. Each party shall ensure, to the extent possible, that access to Sensitive and/or Confidential Information is restricted only to properly authorized employees, agents, officers and/or subcontractors and shall take measures to protect the security of any documentation or computer containing Sensitive and/or Confidential Information.

#### 18. CONFLICT OF INTEREST:

- A. Interest in Contract** - No officer, employee or agent of the COUNTY who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Contract pertains, shall have any personal interest, direct or indirect in this Contract.
- B. Interest of Other Local Public Officials** - No member of the governing body of the COUNTY, who exercises any functions or responsibilities in the review or approval of the carrying out of this Contract, shall have any personal interest, direct or indirect, in this Contract.
- C. Interest of Contractor and Employees** - If the CONTRACTOR is aware or becomes aware that any person described in Section A. or B. of this Contract has any personal financial interest, direct or indirect, in this Contract, the CONTRACTOR shall immediately disclose such knowledge to the COUNTY. The CONTRACTOR further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The CONTRACTOR further covenants that in the performance of this Contract no person having any conflicting interest shall be employed or subcontracted.

**19. DISCRIMINATION PROHIBITED:**

- A. The CONTRACTOR shall not discriminate against any individual on the basis of age, race, creed, color, disability, marital status, sex, national origin, ancestry, membership in the National Guard, state defense force or any reserve component of the military forces of the United States or this state. The CONTRACTOR may refuse to employ individuals based on conviction and arrest records only as allowed by Sec. 111.335, Wis. Stats.
- B. The CONTRACTOR will cause the foregoing provisions to be inserted into all subcontracts, if any, for any work covered by this Contract so that such provision will be binding upon each subcontractor, provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

**20. INSURANCE:**

- A. The CONTRACTOR shall be solely responsible to meet the CONTRACTOR'S insurance needs as required by the COUNTY during the terms of this Contract or any extension thereof.
- B. The Certificate(s) of Insurance along with an endorsement shall be issued by a company or companies authorized to do business in the State of Wisconsin and shall be satisfactory to the COUNTY. Such insurance should be primary. The CONTRACTOR shall furnish the COUNTY with a certificate of insurance and upon request, certified copies of the required insurance policies. The certificate(s) shall reference the Contract and have an endorsement attached naming the COUNTY, its boards, commissions, agencies, officers, employees and representatives as additional insureds and provide for thirty (30) days advance notice, as provided for in Section 23 "Notices" of this Contract, of any change, cancellation or non-renewal during the term of this Contract.
- C. The CONTRACTOR shall require all subcontractors to be bound by the same insurance requirements as CONTRACTOR and shall not allow subcontractors, if any, to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor(s) and approved by the COUNTY.
- D. No payments or disbursements under this Contract shall be made if such proof has not been furnished to the COUNTY. Failure to submit an insurance certificate, as required, can make this Contract void at the COUNTY'S discretion.

**21. FORCE MAJEURE:**

- A. If the performance of any part of this Contract is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other party indicating the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of said notice of the Force Majeure Event, this Contract may be terminated by giving written notice.
- B. If the ability of the COUNTY to compensate the CONTRACTOR is delayed by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, the COUNTY shall immediately give notice, as provided for in Section 23 "Notices" of this Contract, to the CONTRACTOR of the nature of such conditions and the expected date that compensation will be made. Section 66.0135, Wis. Stats., shall not apply to any late payment by the COUNTY due to circumstances under this Subsection B.

**22. OTHER PROVISIONS:**

- A. Publicity Releases - The CONTRACTOR agrees not to refer to award of this Contract in commercial advertising in such a manner that states or implies that the products or services provided are endorsed or preferred by the COUNTY.
- B. Appropriation of Funds - This Contract is contingent upon annual authorization of funding by the COUNTY governing body. In the event funding is not approved or is terminated, the COUNTY may terminate this Contract by providing forty-five (45) days written notice to the CONTRACTOR.
- C. Independent Contractor Status - This Contract does not in any way create the relationship of joint venture, partnership, principal, third party beneficiary, agent or employer/employee between the CONTRACTOR and the COUNTY, their agents, employees, subcontractors, officers and/or representatives. The CONTRACTOR, its employees, agents, subcontractors, and/or representatives shall not act or attempt to act, or represent itself, directly or by implication, as an agent for the COUNTY or in any manner assume any obligation on behalf of or in the name of the COUNTY.

- 23. NOTICES:** Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested and addressed to the appropriate party as follows:



For COUNTY Inquire to:

<b>County Department:</b>	Brown County Purchasing
<b>Mailing Address:</b>	305 E Walnut Street, 5 <sup>th</sup> Floor, PO Box 23600
<b>City, State Zip:</b>	Green Bay, WI 54305-3600
<b>Email:</b>	<a href="mailto:BC_Administration_Purchasing@co.brown.wi.us">BC_Administration_Purchasing@co.brown.wi.us</a>
<b>Phone:</b>	(920) 448-4040

For CONTRACTOR Inquire to:

<b>Contractor:</b>	Schenck SC
<b>Mailing Address:</b>	2200 Riverside Drive
<b>City, State, Zip:</b>	Green Bay, WI 54305
<b>Email:</b>	<a href="mailto:David.maccoux@schencksc.com">David.maccoux@schencksc.com</a>
<b>Phone:</b>	(920) 436-7800

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" and deemed delivered upon receipt by the addressee. The above addresses may be changed at any time by the party giving notice in writing to the other party in the manner provided above.

- 24. AMENDMENTS:** This Contract is the entire agreement between the undersigned parties and shall only be modified, changed or amended in writing and signed by duly authorized representatives of each party, which amendment expressly states that it is the intention of the parties to amend this Contract.
- 25. SEVERABILITY:** The provisions of this Contract are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the Contract shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the Contract.
- 26. CONSTRUCTION:** All parties have contributed to the drafting of this Contract. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any party by virtue of that party having drafted the document or any portion thereof.
- 27. SIGNATURE AUTHORITY:** The persons signing this Contract warrant that they have been authorized to enter into this Contract by and on behalf of their respective parties and that they have full and complete authority to bind their respective parties by executing this Contract.
- 28. "PIGGYBACK" CLAUSE:** Common purchasing practices in government include cooperative or "piggyback" purchasing among various units of government or municipalities. This contract will be extended, with the authorization of the vendor, to other units of government or municipalities at the same prices and/or discounts and terms and conditions. If another unit of government or municipality decides to use this contract, the vendor must deal directly with the respective unit of government or municipality concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment. Brown County acts only as the "Contracting Agent" for those public agencies.



\*\*\*Continue To Next Page (Signature Page)

Attachments:

- Attachment A: Scope of Services
- Attachment C: Completed Cost Sheet
- Work Plan & Timeline from submitted proposal

**SIGNATURE PAGE**

<p><b>BROWN COUNTY PURCHASING</b> Dale DeNamur, Senior Buyer</p> <p>Signature: <u>Dale C. DeNamur</u> Date: <u>10-12-17</u></p> <p><b>BROWN COUNTY BOARD OFFICE</b> Dan Process, Internal Auditor</p> <p>Signature: <u>Dan Process</u> Date: <u>10/11/17</u></p> <p><b>BROWN COUNTY EXECUTIVE</b> Troy Streckenbach, County Executive</p> <p>Signature: <u>Troy Streckenbach</u> Date: <u>10/11/17</u></p>	<p><b>CONTRACTOR</b> <i>(To be signed by the person authorized to legally bind your firm to this contract)</i></p> <p>Vendor Name: <u>Schenck SC</u></p> <p>Address: <u>2200 Riverside Drive</u> City / State: <u>Green Bay, WI</u></p> <p>Zip Code: <u>54304</u></p> <p>Phone: <u>(920) 4367800</u></p> <p>Website: <u>www.schencksc.com</u></p> <p>Email: <u>David.maccoux@schencksc.com</u></p> <p>Printed Name: <u>David Maccoux</u></p> <p>Signature: <u>David Maccoux</u> <i>(Required)</i></p> <p>Title: <u>Shareholder</u></p> <p>Date: <u>10/6/17</u></p> <p><b>Distribution:</b> Original – Purchasing Copy – Contractor(s) Copy – Responsible Department(s)</p>
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**ATTACHMENT A: RFP SCOPE OF WORK, SPECIFICATIONS & REQUIREMENTS**

*(Potential vendors are expected to perform the following service in order to submit documents and to be awarded a contract.) Please provide specific procedures and explanations to each requirement in your submitted documents.*

**1. BACKGROUND**

Brown County is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal years ending December 31, 2017, 2018, 2019 with two (2) optional subsequent fiscal years. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in the General Accounting Office's (GAO) *Government Auditing Standards*, the provisions of the federal Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (commonly called "Uniform Guidance") as well as the following additional requirements:

- A. Wisconsin Single Audit Guidelines as published by the Wisconsin Department of Administration,
- B. All other related applicable Wisconsin state statutes.

**2. NATURE OF SERVICES REQUIRED**

**A. Scope of Work To Be Performed:**

Brown County desires the auditor to express an opinion on the fair presentation of its basic financial statements in conformity with generally accepted accounting principles.

The auditors will be required to express an opinion on the financial statements based on an audit. The auditor is required to audit the financial statements of the governmental activities, the business-type activities, each major fund, the aggregate remaining fund information and the budgetary comparison information of Brown County. The report shall be issued in accordance with *Government Auditing Standards*, to include internal control over financial reporting and tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters.

The auditor is not required to audit the introductory section of the report or the statistical section of the report. The auditor is not required to audit the management's discussion and analysis, however should apply certain limited procedures regarding the methods of measurement and presentation of the required supplementary information.

The auditor shall also be responsible for performing certain limited procedures involving required supplementary information required by the Governmental Accounting Standards Board as mandated by generally accepted auditing standards.

The auditor shall be required to issue an independent auditor's report on compliance with requirements applicable to each major program and on internal control over compliance Schedules of Expenditures of Federal and State Awards and of Passenger and Facility Charges in accordance with OMB *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*.

**B. Auditing Standards To Be Followed:**

To meet the requirements of this request for proposals, the audit shall be:

- Performed in accordance with auditing standards generally accepted in the United States of America & the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the provisions of the Single Audit Act of 1984 (as amended in 1996) and the provisions of U.S. Office of Management and

Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards,

- Audits of States, Local Governments, and Non-Profit Organizations,
- Audits of State and Local Governments and the State Single Audit Guidelines issued by the Wisconsin Department of Administration and
- Passenger Facility Charge Audit guide for Public Agencies issued by Federal Aviation Administration.

**C. Reports to be issued:**

Following the completion of the audit of the fiscal year's financial statements, the auditor shall issue:

1. A report on the fair presentation of the financial statements in conformity with generally accepted accounting principles, including an opinion on the fair presentation of the supplementary schedule of expenditures of federal awards in relation to the audited financial statements.
2. A report on compliance and internal control over financial reporting based on an audit of the financial statements.
3. A report on Federal and State Financial Awards and Passenger Facility Charges which includes compliance and internal control over compliance applicable to each major program. Upon completion of the reports the auditor will complete the Data Collection Form and submit to the County.
4. Tax 16 report on Form A

In the required reports on compliance and internal controls, the auditor shall communicate any reportable conditions found during the audit. A reportable condition shall be defined as a significant deficiency in the design or operation of the internal control structure, which could adversely affect the organization's ability to record, process, summarize and report financial data consistent with the assertions of management in the financial statements.

Reportable conditions that are also material weaknesses shall be identified as such in the report. Non-reportable conditions discovered by the auditors shall be reported in a separate letter to management, which shall be referred to in the reports on compliance and internal controls.

The report on compliance and internal controls shall include all material instances of noncompliance. All nonmaterial instances of noncompliance shall be reported in a separate management letter, which shall be referred to in the report on compliance and internal controls.

Irregularities and illegal acts. Auditors shall be required to make an immediate, written report to Brown County's Internal Auditor of all irregularities and illegal acts or indications of illegal acts of which they become aware.

Reporting to the Executive Committee. Auditors shall assure themselves that Brown County's Executive Committee is informed of each of the following:

1. The auditor's responsibility under generally accepted auditing standards
2. Significant accounting policies
3. Management judgments and accounting estimates
4. Significant audit adjustments
5. Other information in documents containing audited financial statements
6. Disagreements with management

7. Management consultation with other accountants
8. Major issues discussed with management prior to retention
9. Difficulties encountered in performing the audit

**D. Special Considerations:**

1. The auditor shall be required to complete the comprehensive annual financial report by June 30 of each year.
2. Brown County currently anticipates it will prepare one or more official statements in connection with the sale of debt securities which will contain the general purpose financial statements and the auditor's report thereon. The auditor shall be required, if requested by the fiscal advisor and/or the underwriter, to issue a "consent and citation of expertise" as the auditor and any necessary "comfort letters."
3. Brown County has determined that the United States Department of Health and Human Services will function as the cognizant agency in accordance with the provisions of the Single Audit Act of 1984 (as amended in 1996) and U.S. Office of Management and Budget (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, *Audits of States, Local Governments, and Non-Profit Organizations*.
4. The Schedule of Expenditures of Federal Awards and Passenger Facility Charges and related auditor's report, as well as the reports on compliance and internal controls are not to be included in the comprehensive annual financial report, but are to be issued separately.
5. A list of findings and other weaknesses from Brown County's most recent financial statement audit is included in Attachment I.
6. It is anticipated that the auditor will be required to provide assistance to Brown County to comply with new GASB pronouncements.

**E. Working Paper Retention and Access to Working Papers:**

All working papers and reports must be retained, at the auditor's expense, for a minimum of three (3) years, unless the firm is notified in writing by Brown County of the need to extend the retention period. The auditor will be required to make working papers available, upon request, to the following parties or their designees:

1. Brown County
2. State of Wisconsin Department of Health and Human Services
3. U.S. General Accounting Office (GAO)
4. Parties designated by the federal or state governments or by Brown County as part of an audit quality review process
5. Auditors of entities of which Brown County is a sub recipient of grant funds

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

**3. BROWN COUNTY GOVERNMENT DESCRIPTION**

**A. Primary Contact:**

After the contract is awarded, the auditor's principal contact with Brown County will be the Finance Director, or a designated representative, who will coordinate the assistance to be provided by Brown

County to the auditor. Names of contacts and telephone numbers will be provided to the successful audit firm.

**B. Background Information:**

Brown County serves an area of 538 square miles with an estimated 2016 population of 260,401 based on the 2010 census. Brown County's fiscal year begins on January 1 and ends on December 31.

Brown County provides the following services to its citizens:

Public safety, health and human services, resource recovery and port services, conservation and development, education and recreation, highways, airport facilities, health care facilities, support for the State's judicial system, and general administrative services.

Brown County employs over 1,500 full and part-time employees and is organized into 32 departments and agencies. The accounting and financial reporting functions of Brown County are a combination of both centralized and decentralized activities. Human Services has their own accounting staff.

Brown County has offices located throughout the county. Travel between offices will be required during this engagement.

More detailed information on the government, finances and organizational chart can be found in the 2015 Comprehensive Annual Financial Report and the 2017 Adopted Budget on the County's internet site at <http://www.co.brown.wi.us/>.

**C. Fund Structure:**

Brown County uses the following fund types and account groups in its financial reporting.

FUND TYPE	NUMBER OF FUNDS
General fund	1
Special revenue funds	13
Debt service funds	1
Capital projects funds	30
Permanent funds	0
Enterprise funds	13
Internal service funds	8
Private-purpose trust funds	0
Investment trust funds	0
Pension trust funds (& other employee benefits)	0
Fiduciary funds	3
Component unit	1

**D. Budgetary Basis of Accounting:**

Brown County prepares its budgets on a basis consistent with generally accepted accounting principles. It is not the practice of the County to include the statutory budget of the proprietary funds in the financial statements.

**E. Federal and State Awards:**

Please refer to the single Audit Report for the year ended December 31, 2015 for a listing of state and federal major and non-major financial assistance programs and passenger facility charges.

**F. Pension Plans:**

Brown County participates in the Wisconsin Retirement System, a cost-sharing multiple-employer public employee retirement system. This is a defined benefit retirement program.

**G. Component Units:**

Brown County is defined, for financial reporting purposes, in conformity with the Governmental Accounting Standards Board's *Codification of Governmental Accounting and Financial Reporting Standards*, Section 2100. Using these criteria, component units are included in Brown County's financial statements.

The management of Brown County identified the following component unit for inclusion in Brown County's financial statements: Brown County Aging & Disability Resource Center

**Services Provided**

The Aging & Disability Resource Center is a separate agency established to administer programs for the elderly and/or disabled of Brown County. It is funded by federal and state grants and County property tax levy and its fiscal year end is December 31.

**H. Joint Ventures:**

Brown County currently participates in a joint venture with other governments to provide landfill services and singlestream recycling processing.

**I. Magnitude of Finance Operations:**

The Department of Administration is headed by a Director and consists of 15.5 employees. The principal functions performed by this department and others and the number of employees assigned to each can be viewed on the County's Internet site at <http://www.co.brown.wi.us/>.

**J. Computer Systems:**

**Hardware:** Windows Server 2012R2 Operating System. Database software engine is SQL Server 2012.

Employee computers are attached to a TCP/IP Network.

FUNCTION	SOFTWARE
General Ledger/Accounts Payable	LOGOS New World ERP System
Municipal Budget Accounting	LOGOS New World ERP System
Payroll	LOGOS New World ERP System
Purchasing	LOGOS New World ERP System
Tax Billing/Collections	AS400 In-House Relational Database/GCS Software
Fixed Assets	LOGOS New World ERP System
Cash Receipts/Miscellaneous Billing	Multiple software modules

**K. Internal Audit Function:**

Brown County has maintained an internal audit function. The internal audit function reports to the County Board Chair and is staffed by 1 employee. The internal auditor has the following qualifications: CIA.

**L. Availability of Prior Audit Reports and Working Papers:**

Interested proposers who wish to review prior years' audit reports can access the reports on-line at [Brown County » Departments » Administration » County Financial Reports/Audits \(CAFR\)](#). The website address for Brown County is [www.co.brown.wi.us](http://www.co.brown.wi.us).

**M. Schedule for the fiscal year audit:**

Each of the following should be completed by the auditor no later than the dates indicated. Due to various deadlines, no extensions will be granted to the following timeline – TIME IS OF THE ESSENCE.

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1. Interim Work: The auditor shall complete interim work during November or December.
2. Detailed Audit Plan: The auditor shall provide Brown County by December 1 both a detailed audit plan and a list of all schedules to be prepared by Brown County.
3. Fieldwork: The auditor shall attempt to complete all fieldwork by May 11.
4. Draft Reports: The auditor shall provide all draft financial statement recommendations, revisions and suggestions for improvement to the Finance Director on or about May 31 and make recommendations to management available for review by the Internal Auditor and Finance Department by May 31.
5. Entrance Conferences, Progress Reporting and Exit Conferences (A similar time schedule will be developed for audits of future fiscal years if Brown County exercises its option for additional audits).

At a minimum, the following conferences should be held by the dates indicated on the schedule:

- a. Entrance conference with all key finance department personnel and staff of key offices or programs prior to commencement of preliminary field work in a department. The purpose of this meeting will be to discuss prior audit problems and the interim work to be performed by the auditor and schedules/information to be provided by the Finance Department. This meeting will also be used to establish overall liaison for the audit and to make arrangements for work space and other needs of the auditor.
- b. Progress conference with Department Heads upon completion of field work in a Department. The purpose of this meeting will be to summarize the results of the preliminary review and to identify the key internal controls or other matters to be tested.
- c. Progress conference with key Finance Department personnel upon completion of preliminary field work. The purpose of this meeting will be to summarize the results of the preliminary review and to discuss schedules/information to be provided by the Finance Dept. for year-end work. Any anticipated findings should also be discussed.
- d. Entrance conference with key Finance Department personnel to commence year-end audit work prior to commencement of year-end audit work.
- e. Exit conference with department heads of key offices or programs upon completion of field work in a Department. The purpose of this meeting will be to summarize the results of the field work and to review significant findings.
- f. Exit Conference with key Finance Department personnel upon completion of field work. The purpose of this meeting will be to summarize the results of the field work and to review significant findings.

**N. Date Final Report is due:**

Annually, Brown County Finance personnel shall prepare draft financial statements, notes and all required supplementary schedules and statistical data on or about May 15. The auditor shall provide all recommendations, revisions and suggestions for improvement to the Finance Director on or about May 31. A revised report, including draft auditor's reports shall be delivered to the Director of Administration within one week of providing the draft report.

The Department of Administration will complete their review of the draft report as expeditiously as possible. During that period, the auditor should be available for any meetings that may be necessary to discuss the audit reports. Once all issues for discussion are resolved, the final signed report shall be delivered to the Director of Administration. It is anticipated that this process will be completed and available for final printing by Brown County no later than June 30.

The Federal Awards and State Financial Assistance Report and Management Communications shall be finalized and delivered to the Director of Administration no later than **July 31**.

Tax 16 report by July 31.

The final report, Federal Awards and State Financial Assistance Report and Management Communications and 50 signed copies should be delivered to the Director of Administration at Room 508, 305 East Walnut Street, Green Bay, WI 54301.

#### **4. ASSISTANCE TO BE PROVIDED TO THE AUDITOR AND REPORT PREPARATION**

- A. Finance Department and Clerical Assistance:** The finance department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The preparation of confirmations will be the responsibility of Brown County staff.
- B. Internal Audit Staff Assistance:** The internal audit staff of Brown County is typically not involved in the preparation of audit information. All of this is done by the Finance Department staff.
- C. Electronic Data Processing (EDP) Assistance:** The auditor will be provided computer time and the use of Brown County's computer hardware and software.

The use of Brown County's computer hardware and software will be limited to inquiry functions only for general ledger accounts and related receipts, disbursements and payroll journals.

- D. Statements and schedules to be prepared by the staff of Brown County:** The staff of Brown County will prepare numerous internal schedules with supporting documentation for each balance sheet account in each fund prior to the arrival of the auditors. In addition, special schedules for the auditors are prepared upon their request.
- E. Work area, telephones, and multi-functional devices:** Brown County will provide the auditor with reasonable work space, desks and chairs. The auditor will also be provided with access to telephone lines, internet access, and multi-functional devices.
- F. Report Preparation:** The financial statement report printing is currently done by the County. The auditor currently prepares and prints the Federal Awards and State Financial Assistant Report.

#### **Submissions Shall Include the Following Information:**

##### **1. TITLE PAGE**

Title page showing the request for proposals subject; the firm's name, address, phone number, fax number, website URL for your firm and any other firm or firms that you would team with, together with the name, address, phone, fax and e-mail for the person who should be contacted in regard to this RFP. If you propose to team with another firm, please provide the same information requested in this Statement for that firm;

##### **2. TRANSMITTAL LETTER**

A signed letter of transmittal briefly stating the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 2017, 2018, and 2019 and optional years 2020 and 2021.

**3. FIRM QUALIFICATIONS AND EXPERIENCE**

Firms resume describing the firm's experience with auditing. The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is also required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

**4. PARTNER, SUPERVISORY AND STAFF QUALIFICATIONS AND EXPERIENCE**

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in Wisconsin. Provide information on the government auditing experience of each person, including information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

The proposer should identify the extent to which staff to be assigned to the audit reflect Brown County's commitment to Affirmative Action.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior written permission of Brown County. However, in either case, Brown County retains the right to approve or reject replacements. Consultants and firm specialists mentioned in response to this request for proposal can only be changed with the express prior written permission of Brown County, which retains the right to approve or reject replacements.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

**5. INDEPENDENCE**

The firm should provide an affirmative statement that is independent of Brown County as defined by generally accepted auditing standards/the U.S. General Accounting Office's *Government Auditing Standards*.

The firm also should provide an affirmative statement that it is independent of all of the component units of Brown County as defined by those same standards.

The firm should also list and describe the firm's professional relationships involving Brown County or any of its agencies, component units or primary government for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

**6. LICENSE TO PRACTICE IN WISCONSIN**

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in Wisconsin.

**7. PRIOR ENGAGEMENTS WITH BROWN COUNTY**

List separately all engagements within the last five years, ranked on the basis of total staff hours, for Brown County by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

**8. SIMILAR ENGAGEMENTS WITH OTHER GOVERNMENT ENTITIES**

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum - 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

**9. SPECIFIC AUDIT APPROACH**

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in Attachment A of this request for proposal. In developing the work plan, reference should be made to such sources of information as Brown County's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems. Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement
- c. Sample size and the extent to which statistical sampling is to be used in the engagement
- d. Extent of use of EDP software in the engagement
- e. Type and extent of analytical procedures to be used in the engagement
- f. Approach to be taken to gain and document an understanding of Brown County's internal control structure
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance
- i. Approach to be taken in determining departmental visits

**10. IDENTIFICATION OF ANTICIPATED POTENTIAL AUDIT PROBLEMS**

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems and any special assistance that will be requested from Brown County.

**11. REPORT FORMAT**

The proposal should include sample formats for required reports.



## Brown County

### FINANCIAL STATEMENT AUDIT SERVICES

AUGUST 17, 2017

**FOR MORE INFORMATION, PLEASE CONTACT:**

David Maccoux, CPA  
Shareholder  
920-455-4114  
920-617-2511 (fax)  
david.maccoux@schencksc.com

Scott Sternhagen, CPA  
Manager  
920-455-4132  
920-617-2535 (fax)  
scott.sternhagen@schencksc.com

Josh Swanson, CPA  
Manager  
920-455-4133  
920-617-2554 (fax)  
josh.swanson@schencksc.com

2200 Riverside Drive  
Green Bay, WI 54301-1908  
920-436-7800

schencksc.com  
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## Proposed fees

### NAME OF FIRM

Schenck SC

### TOTAL ALL-INCLUSIVE MAXIMUM PRICE FOR THE ENGAGEMENT

Our all-inclusive maximum price for your engagement for the years ending December 31 is included in the attached RFP Cost Sheet as requested.

### TIMELY AND QUALITY SERVICE

Our proposed fees include routine correspondence and discussions between Brown County and Schenck. We strongly encourage effective communication between us and therefore will not bill you for routine conversations concerning financial and related matters.

Our fees are dependent on the following:

- ▶ Your office personnel will assist us by providing appropriate documents and records necessary to complete our services.
- ▶ Your operations do not change significantly.
- ▶ There are no significant changes in auditing, accounting or reporting requirements.

If changes occur to any of the above, we would discuss a revised fee proposal with you prior to commencing any work.

Upon your acceptance of our proposal, we will prepare a formal engagement letter as required by professional standards.

### OUT-OF-POCKET EXPENSES

Out-of-pocket costs have been included in the fees listed above.

### MANNER OF PAYMENT

Interim billings will be made based on the hours of work completed and the total not-to-exceed fee. Interim billings will cover at least one calendar month. Financial payment will be due upon delivery of the Brown County's final audit reports.

### AUTHORIZED SIGNATURE

David Maccoux, CPA, is entitled to submit this proposal on behalf of Schenck, and sign a contract with Brown County. Our firm, if selected, agrees to perform the services as identified in your Request for Proposal, and to sign a contract stating the same.



David Maccoux, CPA  
Shareholder

August 17, 2017

Date

**ATTACHMENT C: RFP COST SHEET***(Use of this form is required when submitting your documents; do not submit copy of project details with your submission)***Vendor Information**

<b>COMPANY PHYSICAL LOCATION INFORMATION</b>					
Legal Name:	Schenck SC				
Address:	2200 Riverside Drive				
City:	Green Bay	State:	WI	Zip:	54305
Phone:	920-436-7800	Fax:	920-436-7808		
Federal ID #:	39-1173131	Website:	www.schencksc.com		
<b>COMPANY REMIT INFORMATION (where to send invoice, if different than above)</b>					
Billing Name:					
<i>Name to print on check, if different than above</i>					
Address:					
City:		State:		Zip:	
Accounts Payable Contact:		Phone:			
Accounts Payable Email:		Payment Terms:			
<b>CONTACT INFORMATION / SALES REPRESENTATIVE RESPONSIBLE FOR SETTING UP PRESENTATIONS, DEMONSTRATIONS AND/OR INTERVIEWS</b>					
Sales Rep Name:		Sales Rep Title:			
Sales Rep Phone Number:		Sales Rep Email:			
<b>CONTACT INFORMATION / PRIMARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU</b>					
Primary Name:	David Maccoux	Title:	Shareholder		
Email:	david.maccoux@schencksc.com				
<b>CONTACT INFORMATION / SECONDARY PERSON TO NOTIFY FOR INTENT TO AWARD OR THANK YOU</b>					
Secondary Name:	Scott Sternhagen	Title:	Manager		
Email:	scott.sternhagen@schencksc.com				
<b>CONTACT INFORMATION / PROJECT MANAGER</b>					
Project Manager Name:		Title:			
Address:		City:			
City:		State:			
Phone:		ZIP:			
Email:		Fax:			



CONTACT INFORMATION / PERSON AUTHORIZED TO SIGN CONTRACT			
Contract Signer Name:	David Maccoux	Title:	Shareholder
Address:	2200 Riverside Drive	City:	
City:	Green Bay	State:	WI
Phone:	920-455-4114	ZIP:	54305
Email:	david.maccoux@schencksc.com	Fax:	920-617-2511

Does your Company accept MasterCard Credit Card for payment? ☒ YES ☐ NO (Circle one)

Comments:	Effective September 1, 2017, a 3% convenience fee will be assessed on payments made by credit card to cover processing costs.
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Does your Company accept the Brown County Standard Contract? ☒ YES ☐ NO (Circle one)

Comments:	
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#### RFP Pricing

Total All-Inclusive Maximum Price for 2017: \$ 80,000  
 Total All-Inclusive Maximum Price for 2018: \$ 81,200  
 Total All-Inclusive Maximum Price for 2019: \$ 82,400  
 Total All-Inclusive Maximum Price for optional 2020 year: \$ 83,600  
 Total All-Inclusive Maximum Price for optional 2021 year: \$ 84,900

#### Breakdown for the audit of the 2017 financial statements

Personnel	Hours	Standard Hourly Rate	Quoted Hourly Rate	Quoted Total
Partners	40	\$265	\$240	\$9,600
Managers	160	\$170	\$155	\$24,800
Supervisory Staff	250	\$130	\$117	\$29,250
Other (specify):	250	\$107	\$97	\$24,250
Rounding				(\$7,900)
Subtotal	700			\$80,000
Federal Awards and State Financial Assistance Report	N/A	N/A		
Out of pocket expenses	N/A	N/A		
Meals/Lodging	N/A	N/A		
Transportation	N/A	N/A		
Other (specify):				
Total All-inclusive maximum for 2017 audit				\$80,000

*Rates should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.*

Notes:

The total all-inclusive maximum price to be proposed is to contain all direct and indirect costs including all out-of-pocket expenses. Brown County will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost proposal. Such costs should not be included in the proposal. Any applicable costs may include the following:

1. Rates by Partner, Specialist, Supervisory and Staff Level Times Hours Anticipated for Each
2. The cost of special services should be disclosed as separate components of the total all-inclusive maximum price.
3. Any applicable Out-of-pocket Expenses Included in the Total All-Inclusive Maximum Price and Reimbursement Rates.
4. Out-of-pocket expenses for firm personnel (e.g., travel, lodging and subsistence) will be reimbursed at the rates used by Brown County for its employees. All expense reimbursements will be charged against the total all-inclusive maximum price submitted by the firm. In addition, firm will accept reimbursement for travel, lodging and subsistence at the prevailing Brown County rates for its employees.
5. Any applicable rates for Additional Professional Services.
6. If it should become necessary for Brown County to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between Brown County and the firm. Any such additional work agreed to between Brown County and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the sealed dollar cost proposal.
7. Disclose any applicable fees associated with consultation or advice provided during the year on the proper accounting treatment of unusual events.
8. Disclose fees in connection with the sale of debt securities and an approximation of what the charge would be.
9. Disclose any applicable fees associated with telephone calls made during the year regarding financial reporting matters relating to the audit.
10. Disclose any applicable fees associated with telephone calls made during the year regarding operational matters.

\*All pricing is to be inclusive of all costs including travel and meals.

## Work plan & timeline

### ENSURING TIMELY SERVICE

The following is an outline of the timing of our work. In our initial planning meeting with you, we will discuss this timeline in greater detail and make adjustments as appropriate to meet your schedule.

- ▶ **OCTOBER**  
Initial planning meeting with Brown County to finalize schedule  
Provide detailed list of items to be prepared for interim by Brown County
- ▶ **NOVEMBER**  
Preliminary audit work
  - information gathering
  - evaluation of internal controls
  - risk assessment
  - meeting with management to discuss resultsProvide detailed list of items to be prepared for final fieldwork by Brown County
- ▶ **BY MAY 11**  
Audit fieldwork
  - conduct audit procedures
  - closing meeting to discuss findings
- ▶ **BY MAY 31**  
Complete review of financial statements and provide recommendations, revisions and suggestions to Finance Director
- ▶ **BY JUNE 30**  
Final financial statements and management letter
- ▶ **BY JULY 31**  
Final Federal Awards and State Financial Assistance Report and Management Communications  
Tax 16 report
- ▶ **AS REQUESTED**  
Audit results communicated to Board

## Executive Committee

### **No. 11m -- RESOLUTION EXTENDING THE DECLARATION OF EMERGENCY FROM 09-16-2020 TO 11-04-2020 AND LIMITING AUTHORITY.**

A motion was made by Vice Chair Sieber and seconded by Supervisor Landwehr “**to take Items #11m and #12a together under Committee of the Whole.**” Vote taken. Motion carried unanimously with no abstentions.

A motion was made by Vice Chair Sieber and seconded by Supervisor Dantine “**to adopt**” Roll call vote taken.

Board of Sup. Roll Call #		11m/12a							
Motion made by Supervisor: Sieber									
Seconded by Supervisor: Dantine									
Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	
Sieber	1	Aye	Vander Leest	10	Aye	Erickson	19	Aye	Aye 22
De Wane	2	Excused	Buckley	11	Aye	Coenen	20	Aye	Nay 2
Chu	3	Aye	Landwehr	12	Aye	Schultz	21	Aye	Abstain 0
Dorff	4	Aye	Dantine, JR.	13	Aye	Peters	22	Aye	Excused 2
Jacobson	5	Aye	Brusky	14	Excused	Suennen	23	Aye	Total 24
Lefebvre	6	Aye	Murphy	15	Aye	Schadewald	24	Aye	
Friberg	7	Aye	Kaster	16	Nay	Lund	25	Aye	
Borchardt	8	Aye	Van Dyck	17	Nay	Deney	26	Aye	
Evans	9	Aye	Hopkins	18	Aye				

Motion carried.

### **No. 11n -- RESOLUTION EXTENDING THE DECLARATION OF EMERGENCY FROM 11-05-2020 TO DECEMBER 2020 AND LIMITING AUTHORITY.**

A motion was made by Supervisor Lund and seconded by Supervisor Landwehr “**to take Items #11n and #12b together under Committee of the Whole.**” Vote taken. Motion carried unanimously with no abstentions.

## Committee of the Whole

*\*\*Item #11m was taken together with Item #12a*

### **No. 12a -- RESOLUTION EXTENDING THE DECLARATION OF EMERGENCY FROM 09-16-2020 TO 11-04-2020 AND LIMITING AUTHORITY.**

TO THE HONORABLE CHAIRMAN AND MEMBERS  
OF THE BROWN COUNTY BOARD OF SUPERVISORS

Ladies and Gentlemen:

**WHEREAS**, Wis. Stat. Sec. 323.11, entitled Declaration by Local Government, provides as follows: “*The governing body of any local unit of government may declare, by ordinance or resolution, an emergency existing within the local unit of government...that impairs transportation, food or fuel supplies, medical care, fire, health or police protection, or other critical systems of the local unit of government. The period of the emergency shall be limited by the ordinance or resolution to the time during which the emergency conditions exist or are likely to exist*”; and

**WHEREAS**, Wis. Stat. Sec. 323.14(4), entitled Powers During an Emergency, provides as follows: “**(a)** *The emergency power of the governing body conferred under s. 323.11 includes the general authority to order...whatever is necessary and expedient for the health, safety, protection, and welfare of persons and property within the local unit of government in the emergency...*”; and

**WHEREAS**, on 03-18-2020 the Brown County Board of Supervisors (the Board), pursuant to Wis. Stat. Sec. 323.11: **1)** Declared that “...*an emergency exists within the County by reason of an imminent threat of disaster impairing medical care, health, and other critical systems of the County due to the spread of COVID-19*”; and **2)** Declared that the period of emergency shall last for 60 days unless sooner terminated or extended by further Resolution of the Board; and

**WHEREAS**, on 05-18-2020 the Board met and extended the period of emergency until they next meet in June of 2020; and

**WHEREAS**, on 06-17-2020 the Board met and extended the period of emergency until they next meet in July of 2020; and

**WHEREAS**, on 07-15-2020 the Board met and extended the period of emergency until they next meet in August of 2020; and

**WHEREAS**, on 08-19-2020 the Board met and extended the period of emergency until they next meet in September of 2020; and

**WHEREAS**, there is a need, due to the continued presence and community spread of COVID-19 in the County, for the Board to further extend the declared period of emergency until 11-04-2020, unless ended by the Board prior to that; and

**WHEREAS**, there is a need for the Board to limit emergency declaration authority of the County Executive and County Officers and Agents going forward.

**NOW THEREFORE BE IT RESOLVED**, that pursuant to Wis. Stat. § 323.11, the Brown County Board of Supervisors (the Board) hereby finds and declares that an emergency *continues to exist* within the County by reason of an imminent threat of disaster impairing medical care, health, and other critical systems of the County due to COVID-19, and that, due to the continued presence and community spread of COVID-19 in the County, the Board hereby

extends the declared period of emergency due to COVID-19 in Brown County until 11-04-2020, unless sooner terminated; and

**BE IT FURTHER RESOLVED**, that the Director of Health and Human Services, along with the Local Public Health Officer and other County Officials and Agents, are hereby authorized and directed to exercise the following limited authority during the period of emergency: 1) To procure necessary COVID-19 related Personal Protective Equipment (PPE) and supplies for County staff, County buildings, and critical infrastructure; 2) To provide directly, in coordination with a State agency or via contract: COVID-19 testing; and COVID-19 tracing, quarantine and isolation in Brown County regarding COVID-19 positive individuals; 3) To administer and coordinate the previously approved County Emergency Management Plan; 4) To appropriate necessary reimbursable funds, to assign necessary staff and resources, and to develop appropriate temporary work rules to carry out the above actions; and 5) To apply for and accept state and federal resources including but not limited to grant money and other reimbursement; and

**BE IT FURTHER RESOLVED**, that in the event the County Executive or any other County Official invokes broad emergency rules, the County Board Chair shall call an emergency County Board meeting to take place within approximately 48 hours; and

**BE IT FINALLY RESOLVED**, that Public Health shall, on a monthly basis and for as long as this Emergency Declaration is in effect, report to the Human Services Committee on actions taken pursuant to this Emergency Declaration.

*Fiscal Note: This resolution does not require an appropriation from the General Fund. However, subsequent action resulting from this resolution may require an appropriation from the General Fund.*

Respectfully submitted,

EXECUTIVE COMMITTEE

Approved By: /s/ Troy Streckenbach Date: 09/16/2020

20-088R

Authored by: Corporation Counsel

Approved by: Corporation Counsel

**ATTACHMENTS TO RESOLUTION #12A**  
**ON THE FOLLOWING PAGES**

CORPORATION COUNSEL

*Brown County*

305 EAST WALNUT STREET  
P.O. BOX 23600  
GREEN BAY, WISCONSIN 54305-3600



David P. Hemery  
Corporation Counsel

PHONE: (920) 448-4006  
FAX: (920) 448-4003  
EMAIL: [David.Hemery@browncountywisc.gov](mailto:David.Hemery@browncountywisc.gov)

RESOLUTION/ORDINANCE SUBMISSION TO COUNTY BOARD

DATE: 09-02-2020  
REQUEST TO: Executive Committee and Co Bd  
MEETING DATE: 09-09-2020 and 09-16-2020, respectively  
REQUEST FROM: Dave Hemery, Corp Counsel  
REQUEST TYPE: ☒ New resolution ☐ Revision to resolution  
☐ New ordinance ☐ Revision to ordinance

**TITLE: RESOLUTION EXTENDING THE DECLARATION OF EMERGENCY  
FROM 09-16-2020 TO 11-04-2020 AND LIMITING AUTHORITY**

**ISSUE/BACKGROUND INFORMATION:**

To Extend the Emergency Declaration until 11-04-2020.

**ACTION REQUESTED:**

Consideration.

**FISCAL IMPACT:**

*NOTE: This fiscal impact portion is initially completed by requestor, but verified by the DOA and updated if necessary.*

What is the amount of the fiscal impact? \$ *Fiscal Note: This resolution does not require an appropriation from the General Fund. However, subsequent action resulting from this resolution may require an appropriation from the General Fund.*

Is it currently budgeted? ☐ Yes ☐ No ☒ N/A (if \$0 fiscal impact)

- a. If yes, in which account? \_\_\_\_\_
- b. If no, how will the impact be funded? General Fund
- c. If funding is from an external source, is it one-time ☐ or continuous? ☐

2. Please provide supporting documentation of fiscal impact determination.

☒ COPY OF RESOLUTION OR ORDINANCE IS ATTACHED

12a



*\*\*Item #11n was taken together with Item #12b*

**No. 12b -- RESOLUTION EXTENDING THE DECLARATION OF EMERGENCY FROM 11-05-2020 TO DECEMBER 2020 AND LIMITING AUTHORITY.**

A motion was made by Supervisor Lund and seconded by Supervisor Landwehr **“to refer back to Health and Human Services Director Pritzl.”**

Supervisor Sieber request a friendly amendment to include **“and then refer back to the Health and Human Services Committee.”** Vote taken. Motion carried unanimously with no abstentions.

**No. 13 -- SUCH OTHER MATTERS AS AUTHORIZED BY LAW.**

**No. 13a -- FROM SUPERVISOR VAN DYCK: REQUEST THAT ADMINISTRATION PREPARE AN ANNUAL REPORT SIMILAR TO THE 5-YEAR CAPITAL IMPROVEMENT PLAN, THAT SUMMARIZES PRIOR AND FUTURE EXPENDITURES, BY YEAR, BY PROJECT FOR ALL SALES TAX RELATED PROJECTS. REPORT TO BE DISTRIBUTED ANNUALLY AT THE FEBRUARY COUNTY BOARD MEETING.**

Referred to Administration.

Supervisor Van Dyck requested to hear from Executive Streckenbach.

Executive Streckenbach addressed the Board of the recent passing of Robert Reeners, a previous Brown County Board member and veteran. He stated that he was contacted by Mr. Reener's wife, Dorothy, whom stated that Mr. Reeners would have been very proud of the new Expo Hall and everything it represents.

Supervisor Suennen requested the Board to speak to their municipalities about the possibility of reallocated the CARES money they received to community schools.

Supervisor Sieber stated that Dan Process has placed information on the Supervisor's desks regarding funds of over \$25,000 being brought to committees prior to the budget meeting. He also noted if anyone has questions regarding the budget books to also please contact Dan Process.

**No. 14 -- BILLS OVER \$5,000 FOR PERIOD ENDING AUGUST 31, 2020.**

A motion was made by Supervisor Peters and seconded by Supervisor Chu **“to pay the bills for the period ending August 31, 2020.”** Vote taken. Motion carried unanimously.

**No. 15 -- CLOSING ROLL CALL**

Board of Sup. Roll Call #		Closing Roll Call								
Motion made by Supervisor:										
Seconded by Supervisor:										
Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Supervisors	Dist. #	Vote	Aye	24
Sieber	1	Aye	Vander Leest	10	Aye	Erickson	19	Aye	Nay	0
De Wane	2	Excused	Buckley	11	Aye	Coenen	20	Aye	Abstain	0
Chu	3	Aye	Landwehr	12	Aye	Schultz	21	Aye	Excused	2
Dorff	4	Aye	Dantinne, JR.	13	Aye	Peters	22	Aye		
Jacobson	5	Aye	Brusky	14	Excused	Suennen	23	Aye	Total	24
Lefebvre	6	Aye	Murphy	15	Aye	Schadewald	24	Aye		
Friberg	7	Aye	Kaster	16	Aye	Lund	25	Aye		
Borchardt	8	Aye	Van Dyck	17	Aye	Deneys	26	Aye		
Evans	9	Aye	Hopkins	18	Aye					

**No. 15 -- ADJOURNMENT TO WEDNESDAY, OCTOBER 28, 2020 AT 9:30 A.M.  
(LOCATION TO BE DETERMINED).**

A motion was made by Supervisor Landwehr and seconded by Supervisor Dantinne “**to adjourn to the above date and time.**” Vote taken. Motion carried unanimously.

Meeting Adjourned at 10:18 pm

/s/ Sandra L. Juno

SANDRA L. JUNO  
Brown County Clerk